

MATERIAL REVIEWED AT CIA HEADQUARTERS BY  
HOUSE SELECT COMMITTEE ON ASSASSINATIONS STAFF MEMBERS

FILE TITLE/NUMBER/VOLUME:

01775

**INCLUSIVE DATES:**

1947 - 1962

**CUSTODIAL UNIT/LOCATION:**

C5 files

ROOM: 5E 13

**DELETIONS, IF ANY:**

None

NO DOCUMENTS MAY BE COPIED OR REMOVED FROM THIS FILE

TERMINAL 44

STANDARD FORM 56  
Revised November 1959  
U.S. CIVIL SERVICE COMMISSION  
CHAPTER I-1, FPMR, 56-103

**AGENCY CERTIFICATION OF INSURANCE STATUS**  
**Federal Employees' Group Life Insurance Act of 1954**

1. FULL NAME OF EMPLOYEE		(Last)	(First)	(Middle)	2. DATE OF BIRTH (MONTH, DAY, YEAR)
					October 22, 1900
3. CHECK THE REASON FOR TERMINATING INSURANCE					
(a) <input type="checkbox"/> SEPARATED.		(c) <input type="checkbox"/> DIED.		(d) <input type="checkbox"/> 112 MONTHS NON-PAY STATUS	
(b) <input checked="" type="checkbox"/> RETIRED.		WAS EMPLOYEE AT TIME OF DEATH, AN APPLICANT FOR CIVIL SERVICE RETIREMENT?		(e) <input type="checkbox"/> OTHER (Specify)	
		YES <input type="checkbox"/> NO <input type="checkbox"/>			
4. CHECK APPROPRIATE BOX CONCERNING S. F. 54, DESIGNATION OF BENEFICIARY					
(a) <input type="checkbox"/> CURRENT S. F. 54 ATTACHED		(b) <input checked="" type="checkbox"/> A CURRENT S. F. 54 IS NOT ON FILE WITH THIS AGENCY		(c) <input type="checkbox"/> A CURRENT S. F. 54 IS ON FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FOLDER (OR EQUIVALENT)	
NOTE: IF EMPLOYEE (A) DIED OR (B) IS RETIRING OR RECEIVING FEDERAL EMPLOYEES' COMPENSATION UNDER CONDITIONS ENTITLING HIM TO RETAIN FREE LIFE INSURANCE, ATTACH CURRENT S. F. 54, IF ANY, TO ORIGINAL S. F. 56 AND CHECK BOX 4 (a) ON ORIGINAL AND ALL COPIES OF S. F. 56. IF NO CURRENT S. F. 54 IS ON FILE, CHECK BOX 4 (b). IN ALL OTHER CASES, SHOW WHETHER OR NOT CURRENT S. F. 54 IS ON FILE BY CHECKING BOX 4 (c). A CURRENT S. F. 54 IS ONE THAT HAS NOT BEEN CANCELED BY EMPLOYEE OR AUTOMATICALLY BY TRANSFER OR PRIOR TERMINATION OF INSURANCE.					
5. DATE OF EVENT CHECKED IN ITEM 3 (MONTH, DAY, YEAR)		6. ANNUAL COMPENSATION RATE (CONVERT DAILY, HOURLY, PIECEWORK, ETC. RATE TO ANNUAL RATE) OR DATE IN ITEM 5.		7. DATE OF NOTICE OF CONVERSION PRIVILEGE (SF 55) TO EMPLOYEE (MONTH, DAY, YEAR)	
October 27, 1962		17,925.00 PER ANNUM		17 DEC 1962	
8. I CERTIFY THAT THE ABOVE INFORMATION HAS BEEN OBTAINED FROM, AND CORRECTLY REFLECTS, OFFICIAL RECORDS, AND THAT THE EMPLOYEE NAMED WAS COVERED BY FEDERAL EMPLOYEES' GROUP LIFE INSURANCE ON THE DATE SHOWN IN ITEM 5. (SIGN ORIGINAL ONLY)					
 (Personal signature of authorized agency official)			17 DEC 1962 (Date)		
<b>B. DeFelice</b> (Type name of authorized agency official)			<b>Insurance Officer - Alternate</b> (Title)		
<b>Central Intelligence Agency</b> (Name of agency)			<b>2430 E St., N.W., Washington 25, D.C.</b> (Mailing address of agency)		

SEE OTHER SIDE  
FOR  
INSTRUCTIONS TO EMPLOYING AGENCY

31 OCT 62

SECRET  
(When Filled In)

OEF

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)		
001775			
3. NATURE OF PERSONNEL ACTION RETIREMENT (OPTIONAL)			
4. FUNDS	V TO V	V TO CF	5. EFFECTIVE DATE NO DA YR 10 27 62
	CF TO V	CF TO CF	6. CATEGORY OF EMPLOYMENT REGULAR
7. COST CENTER NO. CHARGEABLE 3242 2221 4000			
8. ORGANIZATIONAL DESIGNATIONS DDI OC CONTACT DIVISION U.S. FIELD NEW ORLEANS OFFICE			
10. LOCATION OF OFFICIAL STATION NEW ORLEANS, LA.			
11. POSITION TITLE 10 CONTACT		12. POSITION NUMBER 0195	13. CAREER SERVICE DESIGNATION OC
14. CLASSIFICATION SCHEDULE (GS, LS, HS)		15. OCCUPATIONAL SERIES 0132.21	16. GRADE AND STEP 15 8
17. SALARY OR RATE 17925			
18. REMARKS			

## SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING NUMERIC	22. STATION CODE ALPHABETIC	23. INTEGEE CODE	24. Height Code	25. DATE OF BIRTH NO DA YR 10 22 00	26. DATE OF GRADE NO DA YR	27. DATE OF LEI NO DA YR
115	10							
28. NTE EXPIRES NO. DA YR		29. SPECIAL REFERENCE 1 - CSC 2 - PICA 3 - NONE	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE 03H0000	32. CORRECTION/CANCELLATION DATA TYPE		33. SECURITY REQ NO.	34. SEX
35. VET. PREFERENCE ODE		36. SERV. COMP. DATE NO DA YR	37. LONG COMP. DATE NO DA YR	38. CAREER CATEGORY CAR RESV. CODE PROV TEMP	39. FEGLI / HEALTH INSURANCE CODE 0 - WAIVER 1 - YES	40. SOCIAL SECURITY NO.		
41. PREVIOUS GOVERNMENT SERVICE DATA 1 - NO PREVIOUS SERVICE 2 - NO BREAK IN SERVICE 3 - BREAK IN SERVICE (LESS THAN 3 YRS) 4 - BREAK IN SERVICE (MORE THAN 3 YRS)		42. LEAVE CAT CODE	43. FEDERAL TAX DATA FORM EXECUTED 1 - YES 2 - NO	44. STATE TAX DATA FORM EXECUTED 1 - YES 2 - NO				

SIGNATURE OR OTHER AUTHENTICATION

POSTED

11-2-62 Lue

1150

Use Previous  
Edition

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

(4-61)

Date 10/21/62

(When Filled In)

PSL: 31 OCT 22

NOTIFICATION OF PERSONNEL ACTION			
1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)		
001775			
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT
RETIREMENT (OPTIONAL)		NO 00 00	REGULAR
6. FUNDS	X	V TO V	V TO CF
		CF TO V	CF TO CF
7. ORGANIZATIONAL DESIGNATIONS		8. COST CENTER NO. CHARGEABLE	
		3242 222	
9. POSITION TITLE		10. POSITION NUMBER	11. CAREER SERVICE DESIGNATION
IC CONTACT		0105	CC
12. CLASSIFICATION SCHEDULE (GS, LS, etc.)		13. OCCUPATIONAL SERIES	14. GRADE AND STEP
GS		0132.21	15 8
15. SALARY OR RATE		16. REMARKS	
17. SIGNATURE OR OTHER AUTHENTICATION			

Form

1150

Use Previous  
Edition

(4-61)

Executive Registry

102-76-001

24 OCT 1962

[Redacted]  
New Orleans 13, Louisiana

[Redacted]

As you bring to a close eighteen years of service to your country, I want to join your friends and co-workers in wishing you well and hoping that you find the years ahead filled with enjoyment and satisfaction.

It takes the conscientious efforts of many people to do the important work of this Agency. You leave with the knowledge that you have personally contributed much to our success in carrying out our mission. Your faithful and loyal support has measured up to the high ideals and traditions of the Federal service.

May I express to you my appreciation and extend warmest wishes in the years ahead.

Sincerely,

(Signed) JOHN A. McCONE

John A. McCone  
Director

Distribution:

0 - Addressee  
1 - DCI  
1 - DDCI  
1 - ER  
1 - DC/EAB/SO

1 - D/Pers  
1 - C/BSD  
1 - C/PF  
1 - BCB Retirement  
1 - BCB Reader

Originators:

/s/ Harry W. Little, Jr.

Director of Personnel  
24 OCT 1962

Signed

DC/EAB/SO

OP/BSD/ [Redacted] (16 October 1962)

19 OCT 1962

14-00000

102

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND  
DCI MEMORANDUM DATED 1 AUGUST 1964, SALARY IS ADJUSTED AS FOLLOWS:  
EFFECTIVE 16 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	OLD GRST SALARY	OLD SALARY	NEW GRST SALARY	NEW SALARY
[REDACTED]	001775	R2500	V	15 0	\$15810	15 8	\$17925

CIA INTERNAL USE ONLY

FILE

REPORT OF HONOR AND MERIT AWARDS BOARD			DATE	
The Honor and Merit Awards Board having considered a recommendation that:				
NAME:	(Last) <input type="text"/>	(First) <input type="text"/>	(Middle) <input type="text"/>	
POSITION TITLE	Chief, New Orleans Field Office			
PRESENT GRADE	GS-15	OFFICE ASSIGNED TO	DDI/00	
STATION	New Orleans			
BE AWARDED:	Intelligence Medal of Merit			
<input type="checkbox"/> FOR HEROIC ACTION, OR				
<input checked="" type="checkbox"/> FOR MERITORIOUS ACHIEVEMENT OR SERVICE DURING THE PERIOD				
<input checked="" type="checkbox"/> APPROVES THE RECOMMENDATION		<input type="checkbox"/> DISAPPROVES THE RECOMMENDATION		
<input type="checkbox"/> APPROVES, BUT IN LIEU THEREOF, RECOMMENDS THE AWARD OF:				
CITATION				
<p><input type="text"/> is hereby awarded the Intelligence Medal of Merit for his outstanding service to the Central Intelligence Agency. As Chief of the New Orleans Field Office since its inception in 1947, <input type="text"/> labored unceasingly in developing programs which have produced important information on a continuing basis. In his role as Agency representative, he has been successful in establishing relationships which have furthered the mission of the Agency and enhanced its reputation in the area. In his role as office chief, he has provided leadership of the highest order to his associates, and leaves behind him a legacy of achievement in keeping with the best traditions of service to the United States.</p>				
(Recommendation approved by DDI on 14 September 1962)				
REASONS FOR DISAPPROVAL OF RECOMMENDED AWARD				
APPROVED	<div style="display: flex; align-items: center;"> <div style="flex: 1; text-align: right;">(Signed) <input type="text"/></div> <div style="flex: 1; text-align: left;">/s/ Harry W. Little, Jr.</div> </div>			
<i>Deputy</i>		<div style="display: flex; align-items: center;"> <div style="flex: 1; text-align: right;">DIRECTOR OF CENTRAL INTELLIGENCE</div> <div style="flex: 1; text-align: left;">/s/ Robert M. Gaynor</div> </div>		
5 OCT 1962		<div style="display: flex; align-items: center;"> <div style="flex: 1; text-align: right;">DATE</div> <div style="flex: 1; text-align: left;">/s/ Robert M. Gaynor</div> </div>		
TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD				
HARRY V. LITTLE, JR.				
TYPED NAME OF RECORDER				
ROBERT M. GAYNOR				

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER 1775	2. NAME (Last-First-Middle)			14 September 1962	
3. NATURE OF PERSONNEL ACTION VOLUNTARY RETIREMENT (Specified)			4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 10 10 62	5. CATEGORY OF EMPLOYMENT Regular	
6. FLINGS X	V TO V	V TO CF	7. COST CENTER NO. CHARGEABLE 3242-2221-4000		8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATIONS DDI/00 Contact Division U.S. Field New Orleans Office			10. LOCATION OF OFFICIAL STATION New Orleans, La.		
11. POSITION TITLE Intelligence Officer, Chief			12. POSITION NUMBER K 0195	13. CAREER SERVICE DESIGNATION OC	
14. CLASSIFICATION SCHEDULE (GS, LS, ETC.) GS	15. OCCUPATIONAL SERIES 0132.21	16. GRADE AND STEP 15-8	17. SALARY OR RATE \$15,810 17,925		
18. REMARKS cc Payroll; Security Subject is re-employable.					
19. SIGNATURE OF REQUESTER (NO. OFFICIAL) S. M. ASHCRAFT Chief, Contact Division, 00		DATE SIGNED 30 Oct 62	20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER J. LAROCQUE, JR. <i>Alvarez</i> Acting Assistant Director, 00		DATE SIGNED 30 Oct 1962
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
21. ACTION NO. EMPLOYED CODE US 10	22. OFFICE CODING NUMERIC ALPHABETIC	23. PAY RATE CODE 24. HOURLY CODE 2	25. DATE OF ENTRY MO. DA. YR. 10 10 62	26. DATE OF GRADE MO. DA. YR. 10 10 62	27. DATE OF LEI MO. DA. YR.
28. RATE EXPRESSED MO. DA. YR.	29. SPECIAL REFERENCE 1 - CSC 2 - FICA 3 - NONE	30. RETIREMENT DATA CODE 30,00,0,0	31. SEPARATION DATA CODE 32. CORRECTION/CANCELLATION DATA TYPE EOD DATA	33. SECURITY REQ. NO.	34. SEX
35. RET. PREFERENCE CODE 1 - NONE 2 - 5 yrs 3 - 10 yrs	36. SERV. COMM. DATE MO. DA. YR. 24. 64	37. LONG TERM DATE MO. DA. YR. 1	38. CAREER CATEGORY CAR/RESV PROV/TEMP	39. FEUL / HEALTH INSURANCE CODE 0 - DRIVER 1 - YES	40. SOCIAL SECURITY NO.
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 1 - NO PREVIOUS SERVICE 2 - NO BREAK IN SERVICE 3 - BREAK IN SERVICE (LESS THAN 3 YRS) 4 - BREAK IN SERVICE (MORE THAN 3 YRS)	42. FEDERAL TAX DATA CODE 1 - YES 2 - NO	43. STATE TAX DATA CODE 1 - YES 2 - NO			
44. POSITION CONTROL CERTIFICATION 1-1-62 <i>Lev</i>			45. U.P. APPROVAL 31 Oct 62		DATE APPROVED

FORM 1152 COMPLETE PREVIOUS EDITION  
4-62 AND FORM 1152a.

SECRET

EX-62-14-140-547  
EX-62-14-140-548  
EX-62-14-140-549

SECRET

(When Filled In)

## EMPLOYEE NOTICE OF RESIGNATION

1. RESIGN EFFECTIVE

FOR THE FOLLOWING REASON

6/1/31 203PM-62

An employee of the Federal Government, in accordance with the provisions of the Civil Service Retirement System, has resigned effective June 1, 1962, second birthday, upon the following terms:

2. MY LAST WORKING DAY WILL BE

107 Oct 1962

3. DATE SIGNED

107 Oct 1962

4. SIGNATURE OF EMPLOYEE

[Signature]

5. FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS (Number, Street, City, Zone, State)

1055 1/2 S. Congress Avenue,  
Washington, D. C. 20540

## INSTRUCTIONS

Items 1 thru 7 and Items 9 thru 18a - The initiating office should fill in each of the referenced items. Items 3 thru 7 and 9 thru 18 require information which pertains only to the action requested, and NOT to the current status of the employee unless specific items remain unchanged.

Item 5 - "Category of Employment" should show one of the following entries:

Regular	Summer	WAE
Part Time	Detail Out	Consultant
Temporary	Detail In	Military
Temporary - Part Time		

Item 9 - "Organizational Designations" should show all levels of organization pertinent to identifying the location of the position:

FIRST LINE  
 Major Component (Director, Deputy Director, etc.)  
 Office, Major Staff, etc.  
 Division or Staff (subordinate to first line)  
 Branch  
 Section  
 Unit

Item 11 - "Position Title" should reflect the standard abbreviated title given in the most current edition of the Position Control Register or reported on Form 261, Staffing Complement Change Authorization.

Item 18a - Signature should be that of the official authorized to approve for the Career Service to which the employee belongs. If more than one Career Service is involved, the gaining Career Service should approve and the other Career Service should concur in Item 18, Remarks.

ROUTING - The original only of this form will be forwarded to the Office of Personnel through the appropriate Career Service official(s). In the case of requests specified in HB 20-500-1, which require advance approval of or notification to the Office of Security or the Office of the Comptroller, one copy only will be sent to the Office(s) concerned.

SECRET

SECRET

(When Filled In)

1. FIRST, SERIAL NO. 01275		BIOGRAPHIC PROFILE (PART 1) SCD: 15 Jul 1944					
2. NAME (Last-First-Middle)			3. SEX M	4. DATE OF BIRTH Oct 1900	5. LONGEVITY COMP. DATE 18 Sep 1947		
6. MARITAL STATUS Married		7. DEPENDENTS (Excl. Dep. of spouse)	8. YEAR(S) OF BIRTH 1907	9. US NATURALIZATION DATE(S) NA SPOUSE NA			
10. CAREER STATUS		11. MEMBERSHIP	12. OTHER STATUS Reject	13. LAST MED. RPT. Oct 1957	14. DUAL FOR US Field	15. EVAL. FOR Annual	
16. CURRENT RESERVE STATUS		17. NON- SERVICE	18. GRADE	19. ACTIVE DUTY BOTH CIA CAT. "2	20. RELEASE TO MIL. SER. CAT. "2	21. TO BE DEFERRED CAT. "2	
22. ASSESSMENT DATE 9 Jul 1947		23. PROFESSIONAL TEST DATE None		24. LANGUAGE APTITUDE TEST DATE None			
25. NON-CIA EMPLOYMENT 1923-42 Self-Employed, New Orleans, La - Lawyer 1942-45 Military Service, US Marine Corps, Major - Division Legal Officer 1945-47 Administered Financial Matters Concerning Family Estate							
26. NON-CIA EDUCATION 1915-19 Loyola Univ, New Orleans, La - AB Arts & Sciences 1920-23 Harvard Law School - LLB 1923-24 Trinity College, Cambridge, England - English Literature Research 1924-25 Tulane Univ., New Orleans, La - LLB							
27. FOREIGN LANGUAGE ABILITIES (Language, Proficiency, Date Tested)		None					
28. AGENCY SPONSORED TRAINING 1954 CIA Orientation 1959 Mgmt for Contact Div							
29. CIA EMPLOYMENT HISTORY SINCE 10 SEPT 1947 (Personnel Actions, Military Orders, and Principal Details)							
EFFECTIVE DATE	POSITION TITLE & OCCUPATIONAL CODE	GRADE	SD	ORGANIZATION & ORGAN. TITLE (If any)		LOCATION	
Sep 1947	I.O.	0132.21	P-7	OO/Contact/Contr/Actg R Mgr IAC		New Orleans	
Sep 1948	"	0132.21	P-8	CO/Contact Br/Reg Mgr N. O.		"	
Mar 1952	"	0132.21	15	OCDO/ContactDiv/Ch, N.O. Off		"	
Jul 1960	LWOP						
Sep 1960	I.O.-Contact	0132.21	15	OCDO/ContactDiv/Ch, New Orleans Off			
30. DATE REVIEWED 25 Sep 1962	31. PROFILE REVIEWED BY OP/POD/QAB/hms	32. ITEMS 1-19 REVIEWED & VERIFIED BY EMPLOYEE				33. 2 Dec 1957	

FORM NO. 1200 (PART 1) REPLACES FORM 1000 (PART 1)  
14-00000 WHICH IS OBSOLETE.

SECRET

PROFILE

(4)

14-00000  
SECRET  
(Data Filled In)

BIOGRAPHIC PROFILE (PART 2)

PERS. SERIAL NO.  
01775

NAME (Last-First-Middle)

DATE OF BIRTH  
Oct 1900

ED.

24. SUMMARY OF CAREER PREFERENCE OUTLINE AND/OR FIELD REASSIGNMENT QUESTIONNAIRE

25. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL

26. ADDITIONAL INFORMATION

Letter of Appreciation 1948 from AD/Operations prior to leaving Agency for having created an effective field office in less than a year, excellent relations with clients and local Armed Forces Representatives and high morale of office.  
Commendation 1954 from DD/P for thorough and expeditious contribution made by DDI Personnel to urgent need for intelligence about Guatemala.

27. DATE REVIEWED  
25 Sep 1962

28. PROFILE REVIEWED BY  
OP/POD/QAB/hms

FORM NO. 1200 (PART 2) REPLACES FORM 1000 (PART 2)  
1 FEB 67 WHICH IS OBSOLETE.

SECRET

PROFILE

(4)

SECRET

MAY  
1962  
mcg

02 MAY 1962

MEMORANDUM FOR: Assistant Director for Operations

SUBJECT:  Memorandum of Performance

Chief, New Orleans Field Office continues to manage his office in a thoroughly competent and efficient manner. He is extremely conservative by nature and finds it difficult to act without the most careful consideration of all factors involved. While this approach might be a handicap in some areas it tends to be an asset in New Orleans. In spite of this tendency he willingly and efficiently devotes all his time and energy to the solution of a problem in an emergency. He represents the Agency well and maintains the highest respect in his community.

*E. M. Ashcraft*

E. M. ASHCRAFT  
Chief, Control Division

REVIEWING OFFICIAL:

*George G. Carey*  
GEORGE G. CAREY  
Assistant Director for Operations

SECRET

Dut

SECRET

May  
1962  
Recd

02 MAY 1962

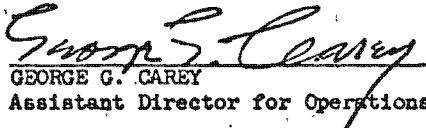
MEMORANDUM FOR: Assistant Director for Operations

SUBJECT:  Memorandum of Performance

Chief, New Orleans Field Office continues to manage his office in a thoroughly competent and efficient manner. He is extremely conservative by nature and finds it difficult to act without the most careful consideration of all factors involved. While this approach might be a handicap in some areas it tends to be an asset in New Orleans. In spite of this tendency he willingly and efficiently devotes all his time and energy to the solution of a problem in an emergency. He represents the Agency well and maintains the highest respect in his community.

  
E. M. ASHCRAFT  
Chief, Contact Division

REVIEWING OFFICIAL:

  
GEORGE G. CAREY  
Assistant Director for Operations

SECRET

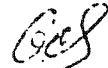
21 June 61

Memo for File -

Subject: Longevity Step Increase

In reviewing this file under the Security reinvestigation program, it was noted that the 3rd ISI (as GS-15) was proposed to be made effective on 18 Sept 60, but that the effective date had been changed by Payroll to show 16 Oct 60. Reason for the change is presumed to be due to LWOP. Form 560 shows 225 hours of LWOP during the waiting period. If those figures are correct, then there was no "excess" LWOP, since the law provides that a maximum of 240 hours of LWOP is creditable toward completion of the waiting period in the case of ISI's.

I called this case to the attention of  C/Payroll, who will review LWOP records and, if required, issue a memorandum to correct the effective date of the last ISI.



Gene C. Stevens

SECRET

30 JUN 1961

MEMORANDUM FOR: Assistant Director for Operations

SUBJECT: [redacted] Memorandum of Performance

[redacted] Chief of the New Orleans Field Office, continues to manage his office in a thoroughly competent and efficient manner. [redacted] is a conservative who sometimes finds it difficult without most careful and protracted consideration of all factors involved to adjust to changes in methods and objectives particularly those peculiar to clandestine support. While his conservatism added to his meticulous legalistic approach might be something less than desirable in certain areas it is a definite asset in New Orleans. When called upon in emergency he willingly and efficiently devotes his entire time and energy to the solution of the problem regardless of personal inconvenience. [redacted] represents the Agency well in his area and readily maintains respect in the community.

*Widhalm*

E. M. ASHCRAFT  
Chief, Contact Division

REVIEWING OFFICIAL:

*George G. Carey*  
George G. Carey  
Assistant Director for Operations

3 JUL 1961

670-1000

SECRET

SECRET

MINORANDUM FOR: Assistant Director for Operations

SUBJECT:  Memorandum of Performance

Chief of the New Orleans Field Office, continues to manage his office in a thoroughly competent and efficient manner.  is a conservative who sometimes finds it difficult without most careful and protracted consideration of all factors involved to adjust to changes in methods and objectives particularly those peculiar to clandestine support. While his conservatism added to his meticulous legalistic approach might be something less than desirable in certain areas it is a definite asset in New Orleans. When called upon in emergency he willingly and efficiently devotes his entire time and energy to the solution of the problem regardless of personal inconvenience.  represents the Agency well in his area and readily maintains respect in the community.

*Midhurst*

E. M. ASHCRAFT  
Chief, Contact Division

REVIEWING OFFICIAL:

*George G. Carey*  
George G. Carey  
Assistant Director for Operations

3 JUL 1961

SECRET

1960

SECRET  
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT					
101775		DDI/CONT 7	V-40						
6. OLD SALARY RATE			7. NEW SALARY RATE						
GRADE	STEP	SALARY	LAST. EFFECTIVE DATE		GRADE	STEP	SALARY	EFFECTIVE DATE	
GS 15	9	\$15,550.00	21	58	GS 15	7	\$15,810.00	10	46
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER									
8. CHECK ONE IF EXCESS LWOP, CHECK FOLLOWING: <input type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD					9. NUMBER OF HOURS LWOP				
					10. INITIALS OF CLERK <i>JL</i>				
					11. AUDITED BY <i>MM</i>				
TO BE COMPLETED BY THE OFFICE OF PERSONNEL									
12. TYPE OF ACTION <input type="checkbox"/> P.R.I. <input checked="" type="checkbox"/> L.S.I. <input type="checkbox"/> PAY ADJUSTMENT					13. REMARKS Employee has served an aggregate of 10 years in present, equivalent, or higher grade and at the top of present grade since 9-19-48. This is the third longevity step increase. <i>JL</i>				
14. AUTHENTICATION <i>MM</i>									
PAY CHANGE NOTIFICATION									

FORM  
560560 OBSOLETE PREVIOUS EDITION  
REPLACES FORM 560A AND 560B.

SECRET

OFFICIAL PERSONNEL FOLDER (4)

V to V	V to UV	UV to V	UV to UV	SECRET (When Filled In)	REQUEST FOR PERSONNEL ACTION						DATE PREPARED Mo Da Yr 9 14 60	
1. Serial No.	2. Name (Last-First Middle)	3. Date Of Birth	4. Vet. Pres.	5. Sex	6. CSC FOD							
101775		Mo Tu W Th F 10 22 03	None 0 5 Pt 1 10 Pt 2	M 1	Mo Da Yr 05 13 47							
7. SCD	8. CSC Permit	9. CSC Or Other Legal Authority	10. Appt. Affidiv	11. FEGLI	12. ICD	13. <small>Ind. from CSC FOD</small>	Code					
Mo Da Yr 07 15 44	Yes - 1 No - 2	Code 1	Mo Da Yr 05 19 40	Yes - 1 No - 2	Mo Da Yr 05 13 47	Yes - 1 No - 2	Code 2					
50 USEA 403												

## CURRENT ASSIGNMENT

14. Organizational Designations DPI CO CONTACT DIVISION NEW ORLEANS OFFICE	Code 2531	15. Location Of Official Station NEW ORLEANS, LA.	Station Code 75033		
16. Dept. - Field Dept. Code USFLA 4	17. Position Title INTEL OFF (CON) (CH)	18. Position No. 0105	19. Serv. 20. Occup. Series GC 0132.21		
21. Grade & Step 15 9	22. Salary Or Rate \$ 15550	23. SD OC	24. Date Of Grade Mo Da Yr 05 19 40	25. PSI Due Mo Da Yr XX XX XX	26. Appropriation Number 1242 2221

## ACTION

27. Nature Of Action RETURN TO DUTY FROM LWOP	Code 7	28. Eff. Date Mo Da Yr 9 15 60	29. Type Of Employee Regular	30. Separation Date
---	-----------	--------------------------------------	---------------------------------	---------------------

## PROPOSED ASSIGNMENT

31. Organizational Designations	Code 2531	32. Location Of Official Station	Station Code 75033		
33. Dept. - Field Dept. Code USFLA 4	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series	
38. Grade & Step 15 9	39. Salary Or Rate \$	40. SD OC	41. Date Of Grade Mo Da Yr 04 19 48	42. PSI Due Mo Da Yr 09 15 60	43. Appropriation Number

## SOURCE OF REQUEST

A. Requested By (Name and Title) E. M. ASHCRAFT, Chief, Contact Division, CO For Additional Information Call (Name & Telephone Ext.)	C. Per <u>Approved By (Signature and Title)</u> GEORGE G. CAREY Assistant Director for Operations	Date Approved 15 SEP 1960
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## CLEARANCES

Clearance A. Career Board	Signature 18	Date 9-16-60	Clearance D. Placement	Signature	Date	
B. Pos. Control			E. Approved By	D. Mulcahy MDA 9/16/60		
C. Classification						
Remarks						
CK for M. Derosa						

FORM NO. 1152 USE PREVIOUS EDITION 4-16-60  
18

Continued on Reverse Side

SECRET

(4)

SECRET

(When Filled In)

BLT: 7 SEPT 1960  
NOTIFICATION OF PERSONNEL ACTION

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Viet. Prof.	5. Sex	6. CS - EOD
101775		Mo. Da. Yr. 10 22 00	None-0 Code 5 P-1 10 P-9	N 1	Mo. Da. Yr. 09 15 47
7. SCD	8. CSC Recd. <input checked="" type="checkbox"/> CSC Or Other Legal Authority	10. Appt. Affidav.	11. FEGLI	12. LCD	13. <small>Min. Serv. Dates</small>
Mo. Da. Yr. 07 15 44	Yes - 1 Code No - 2 1	Mo. Da. Yr. None-0 Code No-2	Mo. Da. Yr. 09 18 47	Yes - 1 Code No - 2 2	
9. USCA. 403 J					

## PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code		
DDI 00 CONTACT DIVISION NEW ORLEANS OFFICE	2531	NEW ORLEANS, LA.	75033		
16. Dept. - Field	17. Position Title	18. Position No.	19. Serv.   20. Occup. Series		
Dept - 2 Code USId - 4 4 Frqn - 6	INTEL OFF (CON) (CH)	0195	GS   0132.21		
21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade	25. PSI Due	26. Appropriation Number
15 9	\$ 15550	OC	Mo. Da. Yr. 09 19 48	Mo. Da. Yr. 09 18 60	1242 2221

## ACTION

27. Nature Of Action	Code	28. Eff. Date	29. Type Of Employee	Code   30. Separation Data
RETURN TO DUTY FROM LEAVE WITHOUT PAY	50	Mo. Da. Yr. 09 07 60	REGULAR	01

## PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code		
DDI 00 CONTACT DIVISION NEW ORLEANS OFFICE	2531	NEW ORLEANS, LA.	75033		
33. Dept. - Field	34. Position Title	35. Position No.	36. Serv.   37. Occup. Series		
Dept - 2 Code USId - 4 4 Frqn - 6	INTELL OFF (CON) (CH)	0195	GS   0132.21		
38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade	42. PSI Due	43. Appropriation Number
15 9	\$ 15550	OC	Mo. Da. Yr. 09 19 48	Mo. Da. Yr. 09 18 60	1242 2221

44. Remarks

POSTED

6-22-68

DT

SECRET

(When Filled In)

V to V	V to UV	REQUEST FOR PERSONNEL ACTION						DATE PREPARED
UV to V	UV to UV	1. Serial No.	2. Name (Last, First, Middle)	3. Date Of Birth	4. Vet. Pref.	5. Sex	6. CS - EOD	
		1775		Mo. Da. Yr.	None - 0 Code 5. Pt. 1 10 Pt. 2	M	Mo. Da. Yr.	
		7. SCD	8. CSC Reim.	9. CSC Or Other Legal Authority	10. Acmt. Affidav.	11. FEGLI	12. LCD	13. Cont. Cdr
Mo. Da. Yr.	Yes - 1 Code No - 2				Mo. Da. Yr.	Yes - 1 Code No - 2	Mo. Da. Yr.	Yes - 1 Code No - 2

## CURRENT ASSIGNMENT

14. Organizational Designations DDI/00 Contact Division New Orleans Office	Code	15. Location Of Official Station New Orleans, La.	Station Code		
16. Dept. - Field Dept. Valid- Frsn. <b>4</b>	17. Position Title Intelligence Officer (Contact) (CH)	18. Position No. 195	19. Serv. 20. Occup. Series GS 0132.21		
21. Grade & Step 15-y 9	22. Salary Or Rate 15350 \$14,450	23. SD OC	24. Date Of Grade Mo. Da. Yr. 09/15/65	25. FSI Due Mo. Da. Yr. 12/31/65	26. Appropriation Number #242-2221

## ACTION

27. Nature Of Action LEAVE WITHOUT PAY*	Code	28. Eff. Date Mo. Da. Yr. 08/01/60	29. Type Of Employee Regular	Code	30. Separation Date 76
--	------	--	---------------------------------	------	---------------------------

## PROPOSED ASSIGNMENT

31. Organizational Designations FTHRU CCB 10 Sept 60	Code	32. Location Of Official Station	Station Code 75033	
33. Dept. - Field Dept. Valid- Frsn. <b>4</b>	34. Position Title	35. Position No.	36. Serv. 37. Occup. Series	
38. Grade & Step 5	39. Salary Or Rate 40. SD	41. Date Of Grade Mo. Da. Yr. 2271	42. FSI Due Mo. Da. Yr.	43. Appropriation Number

## SOURCE OF REQUEST

A. Requested By (Name And Title) T. E. M. Astcraft, Chief, Contact Division	C. Request Approved By (Signature And Title) GEORGE G. CAREY, <i>George G. Carey</i> Assistant Director for Operations	Date Approved 1 Jun 1960
B. For Additional Information Call (Name & Telephone Ext.) 2271		

## CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board			D. Placement		
B. Pos. Control			E. Release		
C. Classification			F. Approved B. & C. (Initials)		

Remarks #Personal reasons. It is requested that Mr. Burke be granted 25 days of leave without pay commencing 18 July and ending 10 August 1960.

To take a trip  
CK in 14 days  
To be paid  
Maurer - with  
Continued on reverse side

SECRET

(When filled in)

## NOTIFICATION OF PERSONNEL ACTION

PAS: 26 AUGUST 1960

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Vet. Prof	5. Soc. Sec.	6. CS. EOD
101775		Mo. Da. Yr. 10 22 00	Non-0 5 Pt-1 10 Pt-2	Code 1 M 1	Mo. Da. Yr. 09 18 47
7. SD	8. CSC Retiree	9. CSC Or Other Legal Authority	10. Army Affiliation	11. FECID	12. CCB
Mo. Da. Yr. 07 15 44	Yes. 1 No. 2	Code 1 50 USCA 503 J	Mo. Da. Yr. Yes. 1 No. 2	Code 09 18 47	Yes. 1 No. 2

## PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code	
DDI 00 CONTACT DIVISION NEW ORLEANS OFFICE		NEW ORLEANS, LA.		
16. Dept. - Field	17. Position Title	18. Position No.	19. Serv. 20. Occup. Series	
Dept - 2 USStd - 4 Frpn - 6	Code 4	0195	GS 0132.21	
21. Grade & Step	22. Salary Or. Rate	23. SD	24. Date Of Grade 25. PSI Due	26. Appropriation Number
15 9	\$ 15550	OC	Mo. Da. Yr. Mo. Da. Yr.	0242 2221

## ACTION

27. Nature Of Action	Code	28. Eff. Date	29. Type Of Employee	Code	30. Separation Date
LEAVE WITHOUT PAY (THRU COB 10 SEPT 1960)	61	Mo. Da. Yr. 07 29 60	REGULAR	70	

## PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code	
DDI 00 CONTACT DIVISION NEW ORLEANS OFFICE	2531	NEW ORLEANS, LA.	75033	
33. Dept. - Field	34. Position Title	35. Position No.	36. Serv. 37. Occup. Series	
Dept - 2 USStd - 4 Frpn - 6	Code 4	0195	GS 0132.21	
38. Grade & Step	39. Salary Or. Rate	40. SD	41. Date Of Grade 42. PSI Due	43. Appropriation Number
15 9	\$ 15550	OC	Mo. Da. Yr. Mo. Da. Yr. 09 19 48 XX XX XX	1242 2221

44. Remarks

14-00000

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED  
1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
OC	[REDACTED]	101775	25 31	GS-15 9	\$14,450	\$15,550

/S/ EMMETT D. ECHOLS  
DIRECTOR OF PERSONNEL

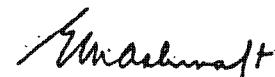
1-2 MAY 1960

MEMORANDUM FOR: Assistant Director for Operations

SUBJECT:  Memorandum of Performance

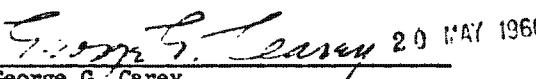
1.  Chief of the New Orleans Field Office, continues to manage his office most efficiently and to demonstrate thorough knowledge of his area. His inherent conservatism and somewhat legalistic approach tend to make it difficult for him to accept change and methods peculiar to clandestine support without most careful consideration of all the factors involved.

2.  represents the Agency well in his area. His conservatism is to a degree an asset in New Orleans; it could conceivably be a handicap elsewhere.



E. M. ASHCRAFT  
Chief, Contact Division

REVIEWING OFFICIAL:

  
George G. Carey 20 MAY 1960  
Assistant Director for Operations

CONFIDENTIAL

DATE 24 Feb. 1960  
PROT. 0-66

TO : Chief, OO/CD  
Director of Security  
Director of Personnel

FROM : Chief, Communications Security Staff

SUBJECT: Revocation of Cryptographic Clearance -

1. The cryptographic clearance held by Subject has been revoked under the provisions of CIA Regulation 90-500. Revocation is effective 9 Feb 60.

2. Subject is not authorized to have continued custody of, access to, or otherwise gain further knowledge of staff cryptographic material or information. Subject has been informed of this revocation, has been debriefed concerning cryptographic and related communications security matters, and has signed a Debriefing Statement acknowledging continuing responsibility for the protection of all cryptographic information obtained during the tenure of his cryptographic clearance.

FOR THE CHIEF, COMMUNICATIONS:

*John L. Edwards*  
John L. Edwards  
Chief, Protective Branch

Distribution:

- 1 - OO/CD
- 1 - Security Office (Debriefing Statement Attached)
- 1 - Personnel Office (Wing 1-H Curie Hall)
- 1 - OC-S/PROT File

CONFIDENTIAL

FORM 1597B  
3-59

(6)

SECRET  
(When Filled In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER		
30-1975 101775							
SECTION A							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH		3. RANK		
			10/22/1900		M GS-15		
4. SERVICE DESIGNATION		5. OFFICIAL POSITION/TITLE			6. OFF/DIV/BR OF ASSIGNMENT		
OO		Intelligence Officer (Contact)			OO/CD/New Orleans		
7. CAREER STAFF STATUS			8. TYPE OF REPORT				
NOT ELIGIBLE	MEMBER	REFERRED	INITIAL	REASSIGNMENT/SUPERVISOR			
PENDING	DECLINED	DENIED	X ANNUAL	REASSIGNMENT/EMPLOYER			
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD		12. SPECIAL (Specify)			
31 May 1959		From Sept 58 - Mar 59 To					
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding	
SPECIFIC DUTY NO. 1 Management of a domestic field office.			RATING NO. 6	SPECIFIC DUTY NO. 4 Obtaining cooperation of non-governmental sources in his area.			RATING NO. 6
SPECIFIC DUTY NO. 2 Analysis of assigned area for intelligence potential.			RATING NO. 6	SPECIFIC DUTY NO. 5 Liaison with Federal and local agencies and officials in his area.			RATING NO. 4
SPECIFIC DUTY NO. 3 Planning and carrying out effective intelligence collection.			RATING NO. 6	SPECIFIC DUTY NO. 6 Support of other elements of CIA in his area.			RATING NO. 3
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.							
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.						RATING NO. 5	
SECTION D DESCRIPTION OF THE EMPLOYEE							
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee.							
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree	- RATING		
CHARACTERISTICS				NOT APPLICABLE	NOT OBSERVED	1 2 3 4 5	
GETS THINGS DONE						X	
RESOURCEFUL						X	
ACCEPTS RESPONSIBILITIES						X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X	
DOES HIS JOB WITHOUT STRONG SUPPORT						X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X	
WRITES EFFECTIVELY						X	
SECURITY CONSCIOUS						X	
THINKS CLEARLY						X	
DISCIPLINED IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							
OTHER (Specify):							
SEE SECTION "E" ON REVERSE SIDE							

SECRET

(When Filled In)

## SECTION E

## NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for promotion and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Subject possesses complete integrity and thorough knowledge of his area. He is able to assess the potential of sources and to obtain their full cooperation. He is inclined toward a legalistic approach which makes him somewhat less than receptive to new ideas and methods particularly when understanding support of the clandestine services is required. His conservatism is, to an extent, an asset in his area; it could be undesirable in some other assignments.

## SECTION F

## CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE	SIGNATURE OF EMPLOYEE	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
100	Subject is located in New Orleans.	
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS	
OTHER (Specify):		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
23 April 59	Chief, CD/00	E. M. Ashcraft <i>ashcraft</i>
3. BY REVIEWING OFFICIAL		
<input checked="" type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION. <input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION. <input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION. <input type="checkbox"/> I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
28 APR 1959	AD/O	George G. Carey <i>George G. Carey</i>

SECRET

SECRET  
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME			3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT					
101775				DDI/CONT	7	V-40					
6. OLD SALARY RATE			7. NEW SALARY RATE								
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
GS 15	5	13,970	09	16	51	GS 15	X & Y	14,210 14,450	09	21	58
REMARKS EMPLOYEE HAS SERVED AN AGGREGATE OF 10 YEARS IN PRESENT, EQUIVALENT, OR HIGHER GRADE AND AT THE TOP OF PRESENT GRADE SINCE 16 Sep 51. THIS IS THE FIRST AND SECOND LONGEVITY STEP INCREASES.											
CERTIFICATION											
I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.											
TYPED, OR PRINTED, NAME OF SUPERVISOR		DATE		SIGNATURE OF SUPERVISOR							
E. M. ASHCRAFT		24 Feb. '59		<i>W. Ashcraft</i>							
PERIODIC STEP INCREASE - CERTIFICATION											

FORM NO. 560  
8 MAR 58

SECRET

PERSONNEL FOLDER (4)

SECRET

(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME				3. ASSIGNED ORGAN			4. FUNDS	5. ALLOTMENT		
101775					DDI/CONT			V-40			
6. OLD SALARY RATE				7. NEW SALARY RATE							
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA	YR.				MO.	DA	YR.
GS 15	5	13,970	09	16	51	GS 15	X & Y	14,210 14,450	09	21	58
TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER											
8. CHECK ONE X NO EXCESS LWOP IF EXCESS LWOP, CHECK FOLLOWING. □ IN PAY STATUS AT END OF PAYING PERIOD □ IN LWOP STATUS AT END OF PAYING PERIOD						9. NUMBER OF HOURS LWOP					
						10. INITIALS OF CLERK			11. AUDITED BY		
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. PROJECTED SALARY RATE AND EFFECTIVE DATE						13. REMARKS					
GRADE	STEP	SALARY	MO.	DA.	YR.	EMPLOYEE HAS SERVED AN AGGREGATE OF 10 YEARS IN PRESENT, EQUIVALENT, OR HIGHER GRADE AND AT THE TOP OF PRESENT GRADE SINCE 16 SEP 51. THIS IS THE FIRST AND SECOND LONGEVITY STEP INCREMENT.					
14. AUTHENTICATION											
PERIODIC STEP INCREASE - AUTHENTICATION											

FORM NO. 560b  
1 MAR. 68

SECRET

PERSONNEL FOLDER (4)

SECRET

1958

## FITNESS REPORT (Part I) PERFORMANCE

## INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee, except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel on or after 30 days after the date indicated in item A. of Section A below.

## SECTION A.

1. NAME		2. GRADE	3. DATE OF BIRTH	4. SER	5. SERVICE DESIGNATION
		GS-15	10/22/00	N	OC
6. OFFICE/DIVISION/BRANCH OF ASSIGNMENT 00/Contact New Orleans			7. OFFICIAL POSITION TITLE Intelligence Officer (Contact) (cm)		
8. DATE REPORT DUE IN OP		9. PERIOD COVERED BY THIS REPORT (Indicate dates) 9/1/57 - 9/3/58			
10. TYPE OF REPORT (Check one)		11. INITIAL X ANNUAL	12. ASSIGNMENT-SUPERVISOR ASSIGNMENT-EMPLOYEE	13. SPECIAL (Specify)	

## SECTION B.

## CERTIFICATION

1. FOR THE RATER: THIS REPORT  HAS  NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY  
NOT:  
Subject not available in Washington area.

## A. CHECK (X) APPROPRIATE STATEMENTS

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	<input type="checkbox"/> IF INDIVIDUAL IS RATED "D" IN C1 OR D, A WARNING LETTER HAS BEEN SENT TO HIM/BM A COPY ATTACHED TO THIS REPORT.
<input type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	<input type="checkbox"/> I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW TO EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
<input type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

2. THIS DATE: 27 August 1958 C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR W. M. Astrachan D. SUPERVISOR'S OFFICIAL TITLE Chief, CD/00  
2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE IN OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

DATA  
R 9-37-58  
11/10/58  
11/10/58  
CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE 18 August 1958 B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL GEORGE G. CAREY C. OFFICIAL TITLE OF REVIEWING OFFICIAL AD/O

## SECTION C.

## JOB PERFORMANCE EVALUATION

## 1. RATING ON GENERAL PERFORMANCE OF DUTIES

DEFINITIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

5  
1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.  
2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.  
3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.  
4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.  
5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.  
6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

## COMMENTS:

Need to  
last do  
Bates

## SECRET

(When Filled In)

## 2. RATINGS OF PERFORMANCE OF SPECIFIC DUTIES

## DIRECTIONS:

- a. State in the spaces below up to six of the more important **SPECIFIC DUTIES** performed by this personnel during this rating period.
- b. Place the most important first. Do not include minor or unimportant duties.
- c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisor those who supervise a secretary only).
- d. Compare in your mind when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
- e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- f. Be specific. Examples of the kind of duties that might be rated are: **MAIL ROOM**

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER
	2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
	3 - PERFORMS THIS DUTY ACCEPTABLY	7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY
	4 - PERFORMS THIS DUTY IN A COMPETENT MANNER	
	5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	

SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 2	Obtaining the effective support of non-governmental sources and contacts in his area	RATING NUMBER
Management of domestic field office	6			6
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 3	Liaison with Federal and local agencies and officials in his area	RATING NUMBER
Analysis of assigned area for intelligence potential	6			4
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 4	Support of other elements of CIA in his area	RATING NUMBER
The planning and carrying out of effective intelligence collection	6			3

## 3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

Subject possesses complete integrity and thorough knowledge of his area. He has the ability to assess the potential of sources and to obtain their full cooperation. He is inclined toward a legalistic approach which renders him somewhat less than receptive to new ideas and methods, particularly where understanding support of the clandestine services is required. This conservatism is to a degree an asset in the area and the duties to which he is assigned but could be undesirable in some other assignments.

## SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual....productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents....and how he fits in with your team. Compare him with others doing similar work of about the same level.

6
---

- 1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
- 2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
- 3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
- 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
- 5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
- 6 - AT UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
- 7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION?  YES  NO. IF YES, EXPLAIN FULLY:

SECRET

SECRET

(When Filled In)

## FITNESS REPORT (Part II) POTENTIAL

## INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the CH no later than 30 days after the due date indicated in item 8 of Section "E" below.

## SECTION E.

## GENERAL

1. NAME	(Last)	(First)	(Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
				10/22/00	M	OC
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT				6. OFFICIAL POSITION/TITLE		
OC/Contact/New Orleans				Intelligence Officer (Contact) (CH)		
7. GRADE	8. DATE REPORT DUE IN OR		9. PERIOD COVERED BY THIS REPORT (Inclusive dates)			
GS-15	O Sept. 1953		9/2/57 - 9/8/58			
10. TYPE OF REPORT	INITIAL	11. ASSIGNMENT/SUPERVISOR		12. SPECIAL (Specify)		
(Check one)	X ANNUAL	REASSIGNMENT-EMPLOYEE				

## SECTION E.

## CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE 17 Aug 58 B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR George G. CAREY C. SUPERVISOR'S OFFICIAL TITLE Chief, CD/OC

2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE 18 Aug 58 B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL George G. CAREY C. OFFICIAL TITLE OF REVIEWING OFFICIAL AD/O

## SECTION G.

## ESTIMATE OF POTENTIAL

## 1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

2	1. ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	2. HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	3. MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
	4. READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
	5. WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
	6. ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
	7. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

## 2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor?  Yes  No. If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION	1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION	2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION	3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION
ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION		
3		A GROUP DOING THE BASIC JOB (TRUCK DRIVERS, STENOGRAFERS, TECHNICIANS OR PROFESSIONAL SPECIALISTS OF VARIOUS KINDS) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)		
	3	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)		
	3	A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level).		
	3	WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT		
	3	WHERE IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION		
	3	WHERE IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX		
		OTHER (Specify)		

SECRET

(EX-100-100-100)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION

92

OFFICE OF PERSONNEL

4. COMMENTS CONCERNING POTENTIAL

Subject will leave New Orleans only for an overseas post. He will not do so for duty in Washington. In view of the fact that his intelligence assignment is entirely in the field of domestic collection, it is difficult to conceive of such an overseas assignment. He is eminently qualified to continue in his present assignment.

MAIL ROOM

## SECTION H.

## FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

No training or experience planned or required except periodic meetings of Contact Division Field Chiefs.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

See Section G.4. above.

## SECTION I.

## DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL

CATEGORY NUMBER	1. APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
	2. APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
	3. APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
	4. APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
	5. APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
3	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
5	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILITIES	4	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRONG SUPPORT	5	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	3	17. COMES UP WITH SOLUTIONS TO PROBLEMS	3	27. IS VERSATILE
5	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	3	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	5	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
4	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	5	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

SECRET

(Not Filled In)

101-775	LANGUAGE DATA RECORD		
PART I-GENERAL			
1. NAME (Last-First-Middle) (17-28)		2. DATE OF BIRTH (25-30)	
<input type="text"/>		MONTH October	DAY 22
3. LANGUAGE (181-331)		4. TODAY'S DATE (34-39)	
		MONTH April	DAY 19
		YEAR 1957	
<input checked="" type="checkbox"/> I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE			
PART II-LANGUAGE ELEMENTS			
SECTION A. Reading (40)			
1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY. 2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY. 3. I CAN READ TEXTS OF AVERAGE DIFFICULTY (NEWSPAPERS, REFERENCE MATERIALS, ETC.). USING THE DICTIONARY FREQUENTLY. 4. I CAN READ SIMPLE TEXTS SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC., USING THE DICTIONARY FREQUENTLY. 5. I HAVE NO READING ANXIETY IN THE LANGUAGE.			
SECTION B. Writing (41)			
1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH VERY FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY RARELY.  2. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY RARELY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY.  3. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN OBVIOUSLY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY OCCASIONALLY.  4. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH MANY GRAMMATICAL ERRORS AND IN A VERY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY FREQUENTLY.  5. I CANNOT WRITE IN THE LANGUAGE.			
SECTION C. Pronunciation (42)			
1. MY PRONUNCIATION IS NATIVE.  2. WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME.  3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN, BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.  4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.  5. I HAVE NO SKILL IN PRONUNCIATION.			
CONTINUE ON REVERSE SIDE			

## CONTINUATION OF PART II-LANGUAGE ELEMENTS

## SECTION D.

## Speaking (43)

1. I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND IDIOMATICALLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.
2. I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS; I CAN CONVERSE IN MOST FIELDS WITH WHICH I AM FAMILIAR AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERBS.
3. I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.
4. I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.
5. I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.

## SECTION E.

## Understanding (14)

1. I UNDERSTAND NON-TECHNICAL CONVERSATION ON ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND NEARLY EVERYTHING I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
2. I UNDERSTAND NON-TECHNICAL CONVERSATION ON NEARLY ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MOST OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOKES AND PUNS.
3. I UNDERSTAND NEARLY ALL CONVERSATION ON TOPICS OF DAILY LIFE AND TRAVEL, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MUCH OF WHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES.
4. I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
5. I AM NOT ABLE TO UNDERSTAND THE SPOKEN LANGUAGE.

BEFORE CONTINUING - CHECK PART II TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.

## PART III-EXPERIENCE AS TRANSLATOR OR INTERPRETER (85)

1. I HAVE HAD EXPERIENCE AS A TRANSLATOR.
2. I HAVE HAD EXPERIENCE AS AN INTERPRETER.
3. BOTH OF THE ABOVE STATEMENTS APPLY.
4. NONE OF THE ABOVE STATEMENTS APPLY.

## PART IV-CERTIFICATION

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 25-115, PAR. 1C(4). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT (IRRESPECTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.

DATE SIGNED	SIGNATURE
9/2/57.	
(46)	(47)

14-00000

SECRET

GENERAL SCHEDULE SALARY INCREASE RETROACTIVELY EFFECTIVE  
12 JANUARY 1958 AUTHORIZED BY P. L. 85 - 462 AND DCI  
DIRECTIVE. SALARY AS OF 15 JUNE 1958 ADJUSTED AS FOLLOWS

NAME	SERIAL	GRADE-STEP	OLD SALARY	NEW SALARY
[REDACTED]	101775	GS-15-5	\$12,690	\$13,970

GORDON M. STEWART  
/S/ DIRECTOR OF PERSONNEL

SECRET



SECRET

(When Filled In)

## SECTION III CONTINUED FROM PAGE 3

21. DATES OF MILITARY SERVICE OF SPOUSE (From - and To -) BY MONTH AND YEAR <b>Sep 1942 - Dec 1948</b>		22. BRANCH OF SERVICE <b>U S Marine Corps</b>		23. COUNTRY WITH WHICH MILITARY SERVICE AFFILIATED <b>U. S.</b>	
24. DETAILS OF OTHER GOVERNMENT SERVICE, U.S. OR FOREIGN <b>CIA, New Orleans Field Office, Sept 1947 to date.</b>					

## SECTION IV RELATIVES BY BLOOD, MARRIAGE OR ADOPTION LIVING ABROAD OR WHO ARE NOT U.S. CITIZENS

1. FULL NAME (Last-First-Middle) <b>None</b>	2. RELATIONSHIP	3. AGE
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
5. SPECIAL REMARKS, IF ANY, CONCERNING THESE RELATIVES		

## SECTION V

## FINANCIAL STATUS

1. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY?  YES  NO

2. DO YOU HAVE ANY FINANCIAL INTEREST IN, OR OFFICIAL CONNECTION WITH, NON-U.S. CORPORATIONS OR BUSINESSES OR IN OR WITH U.S. CORPORATIONS OR BUSINESSES HAVING SUBSTANTIAL FOREIGN INTERESTS?  YES  NO IF YOU HAVE ANSWERED "YES," GIVE COMPLETE DETAILS ON A SEPARATE SHEET AND ATTACH IN A SEALED ENVELOPE.

3. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT, PENSION, OR COMPENSATION FOR MILITARY OR NAVAL SERVICE?  YES  NO

4. IF YOU HAVE ANSWERED "YES" TO QUESTION 3 ABOVE, GIVE COMPLETE DETAILS.

5. WITHOUT REFERENCE TO YOUR SALARY, STATE OTHER SOURCES OF RECURRENT INCOME NOT INDICATED BY PRECEDING ITEMS.

Dividends on stocks, capital gains, interest, rents and an annuity.

SECTION V CONTINUED TO PAGE 3

SECRET

**SECRET**

B7D, B7E, D1, D2, E1, E2

**SECTION V CONTINUED FROM PAGE 2**

6. BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS:

NAME OF INSTITUTION	ADDRESS (City, State, Country)
Whitney National Bank	New Orleans, La.
Hibernia National Bank	
National American Bank	
National Bank of Commerce	

7. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY?  YES  NO

8. IF YOU HAVE ANSWERED "YES" TO QUESTION 7 ABOVE, GIVE PARTICULARS, INCLUDING COURT AND DATE(S)

**SECTION VI CITIZENSHIP**

1. COUNTRY OF CURRENT CITIZENSHIP	2. CITIZENSHIP ACQUIRED BY	CHECK (EX) ONE
U. S.	<input checked="" type="checkbox"/> BIRTH <input type="checkbox"/> MARRIAGE <input type="checkbox"/> OTHER (Specify)	

3. HAVE YOU TAKEN STEPS TO CHANGE YOUR PRESENT CITIZENSHIP?	4. GIVE PARTICULARS
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	---

5. IF YOU HAVE APPLIED FOR U.S. CITIZENSHIP, INDICATE PRESENT STATUS OF YOUR APPLICATION (PAPER, ETC.)

**SECTION VII EDUCATION**

1. CHECK (EX) HIGHEST LEVEL OF EDUCATION ATTAINED

LESS THAN HIGH SCHOOL GRADUATE	OVER TWO YEARS OF COLLEGE + NO DEGREE
HIGH SCHOOL GRADUATE	BACHELOR'S DEGREE
TRADE, BUSINESS, OR COMMERCIAL SCHOOL GRADUATE	<input checked="" type="checkbox"/> GRADUATE STUDY LEADING TO HIGHER DEGREE
TWO YEARS COLLEGE OR LESS	BACHELOR'S DEGREE <input type="checkbox"/> DOCTOR'S DEGREE

2. COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		DATES ATTENDED		DEGREE REC'D	DATE REC'D	SEM/QTR HRS. COMPLETED (Specify)
	MAJOR	MINOR	FROM	TO			
Loyola University of the South Phil	Eng		1916	1919	AB	1919	?
Harvard Law School	Law		1920	1923	LLB	1923	?
Cambridge Univ., England	Eng	--	1923	1924	none	--	?
Tulane University Law School	Law		1924	1926	LLB	1926	?

3. TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED		TOTAL HOURS
		FROM	TO	
none				

4. MILITARY TRAINING (Full time duty in specialized schools such as Ordnance, Intelligence, Communications, etc.)

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED		TOTAL HOURS
		FROM	TO	
Headquarters uS Marine Corps	Military Law	Oct 1944	Feb 1945	about 18

5. OTHER EDUCATIONAL TRAINING NOT INDICATED ABOVE

**SECRET**

SECRET

SECTION VIII

GEOGRAPHIC ASSEA KNOWS EOG

1. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE KNOWLEDGE GAINED AS A RESULT OF RESIDENCE, TRAVEL, STUDY OR WORK ASSIGNMENT OTHER THAN ORGANIZATION EXPERIENCE. UNDER COLUMN "TYPE OF SPECIALIZED KNOWLEDGE," INDICATE TYPE OF KNOWLEDGE SUCH AS TERRAIN, COASTS, LABORS, UTILITIES, RAILROADS, INDUSTRIES, POLITICAL PARTIES, ETC.

2. INDICATE THE PURPOSE OF VISIT, RESIDENCE OR TRAVEL FOR EACH OF THE REGIONS OR COUNTRIES LISTED ABOVE  
I attended Trinity College, Cambridge, for about nine months.

1. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE GAINED KNOWLEDGE AS A RESULT OF ORGANIZATION ASSIGNMENT OR ACTIVITY.

NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF RESIDENCE, TRAVEL, ETC.	KNOWLEDGE ACQUIRED BY		
			HEADQUARTERS ASSIGNMENT	FIELD ASSIGNMENT	TRAINING
None					

• SECTION - IX

## **TYPING AND STEREOGRAPHIC SKILLS**

1. TYPING (W.P.M.) 20 2. SHORTHAND (W.P.M.) **None** 3. SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM

6. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (Comptometer, Micrograph, Card Punch, etc.) **None**

**SECTION X**

**SPECIAL QUALIFICATIONS**

1. LIST ALL THE GOLF, ATHLETIC, MUSICAL, AND MUSICAL INSTRUMENTS, BOOKS, PICTURES, PICTURES, AND DRAWINGS THAT YOU PROFICIENCY IN EACH.

2. INDICATE ANY SPECIAL QUALIFICATIONS RESULTING FROM EXPERIENCE OR TRAINING, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION OR TYPE OF WORK

3. EXCLUDING EQUIPMENT NOTED IN SECTION X, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT OR MACHINES SUCH AS OPERATION OF SHOT BLASTING, RADIO, MULTITHREAD, TURRET LATHE, SCIENTIFIC AND PROFESSIONAL DEVICES, ETC.

10. *What is the primary purpose of the following statement?*

4. IF YOU ARE A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION (PLAID, ELECTRICIAN, RADIO OPERATOR, TEACHER, LAWYER, CPA, MEDICAL TECHNICIAN, ETC.), INDICATE THE KIND OF LICENSE OR CERTIFICATE, NAME OF ISSUING STATE, AND REGISTRY NUMBER, IF ANY.

Member of the Bar of Louisiana. Also licensed to practise before Federal Courts

1. FIRST LICENSE CERTIFICATE (Year of issue)

6. LATEST LICENCE OR CERTIFICATE (Year of issue) **1988**

**SÉCRET**

SECRET

(When filled in)

## SECTION X CONTINUED FROM PAGE 8

7. LIST ANY SIGNIFICANT PUBLISHED MATERIALS OF WHICH YOU ARE THE AUTHOR (Do not submit copies unless requested). INDICATE TITLE, PUBLICATION DATE, AND TYPE OF WRITING (Non-fiction, scientific articles, general interest subjects, novels, short stories, etc.).

None

8. INDICATE ANY DEVICES WHICH YOU HAVE INVENTED AND STATE WHETHER OR NOT THEY ARE PATENTED

None

9. LIST ANY PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE

None except public speaking incident to legal practice.

10. LIST ANY PROFESSIONAL, ACADEMIC OR HONORARY ASSOCIATIONS OR SOCIETIES IN WHICH YOU ARE NOW OR EVER FORMERLY A MEMBER. LIST ACADEMIC HONORS YOU HAVE RECEIVED.

None.

## SECTION XI ORGANIZATION WORK EXPERIENCE - SINCE LAST COMPLETION OF A PERSONNEL QUALIFICATIONS QUESTIONNAIRE

1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
Sep 1947 to Date	GS 15	Office of Operations/ Contact Division/ N.O.
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	10 (inc. 3 WAEs) Chief, New Orleans Field Office.
6. DESCRIPTION OF DUTIES Supervision and direction of professional and clerical employees. Carrying out policy and operational directives issued by headquarters. Maintaining liaison with other governmental agencies. Collecting and reporting positive foreign intelligence information. Appropriate duties incidental to the above.		
1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	2
6. DESCRIPTION OF DUTIES		
1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	3
6. DESCRIPTION OF DUTIES		
1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	4
6. DESCRIPTION OF DUTIES		
1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	5
6. DESCRIPTION OF DUTIES		

(Use additional pages if required)

SECRET

5

SECRET

(When Filled In)

SECTION XIII		CHILDREN AND OTHER DEPENDENTS						
1. NUMBER OF CHILDREN (Including stepchildren and adopted children) WHO ARE UNMARRIED, UNDER 21 YEARS OF AGE, AND ARE NOT SELF-SUPPORTING.		1		2. NUMBER OF OTHER DEPENDENTS (Including spouse, parents, stepparents, siblings, etc.) WHO DEPEND ON YOU FOR AT LEAST 50% OF THEIR SUPPORT, OR, CHILDREN OVER 21 YEARS OF AGE WHO ARE NOT SELF-SUPPORTING.			1	
3. PROVIDE THE FOLLOWING INFORMATION FOR ALL CHILDREN AND DEPENDENTS								
NAME	RELATIONSHIP	YEAR OF BIRTH	SEX		CITIZENSHIP	ADDRESS		
			M	F		6300 St. Charles Ave New Orleans 18, La.		
[REDACTED]	wife	1906	<input checked="" type="checkbox"/>	<input type="checkbox"/>	US			
[REDACTED]	daughter	1937	<input checked="" type="checkbox"/>	<input type="checkbox"/>	US			
[REDACTED]								
[REDACTED]								
[REDACTED]								
[REDACTED]								
ADDITIONAL COMMENTS AND/OR CONTINUATION OF PRECEDING ITEMS								
DATE COMPLETED	SIGNATURE OF EMPLOYEE							

SECRET

78.8  
Dec 1947  
doc  
dec date,  
26 may 1947

**APPLICATION FOR FEDERAL EMPLOYMENT**

Standard Form 57 - June 1944  
U. S. GOVERNMENT PRINTING OFFICE: 1944 1-1000

**INSTRUCTIONS** - Answer every question in full. Use ink or typewriter or print. If you are applying for a position in the Civil Service examination, read the announcement carefully and follow its instructions. Mail this application to the office of the announcement. Be sure to mail the application in one of the forms required by the announcement. Notify the office with which you file this application of any change in your address.

**1. Name of examination, or kind of position applied for:**

**2. Optional subject (as mentioned in examination announcement)**

**3. Place of employment applied for:**

**4. Sex:**  Male  Female

**5. Street and number or R. D. number:**  
6300 St. Charles Ave.

**6. City or town office (including postal zone), and State:**  
New Orleans, La.

**7. Legal or voting residence (State):** Louisiana **8. Home telephone:** UP 1447 **9. Home phone:** UP 1447

**10. Place of birth (city and State) if born outside U. S., name, city and country:** New Orleans, La.

**11. Date of birth (month, day, year):** 22 Oct. 1900 **12. Age last birthday:** 46 **13. Height without shoes:** 6' 1 1/2 **14. Weight:** 202

**15. (a) Married:**  **(b) Single:**

**16. Have you ever been employed by the Federal Government? (Check Yes or No)** Yes  No

If now employed by the Federal Government, give present grade and date of last change in grade: Major USMCR (inactive duty) 15 Aug. 1945

**17. (a) If you will accept appointment in certain locations ONLY, give acceptable locations:** New Orleans, La.

**18. (a) Would you accept short-term appointment if offered:**

1 to 3 months?   
3 to 6 months?   
6 to 12 months?

**(b) Would you accept appointment if offered:**

In Washington, D. C.?   
anywhere in the United States?   
outside the United States?

**19. (a) If you were ever employed in any position under a name different from that shown in Item 4 of this application, give under "Description of your work" for each position, the name used.**

**(b) If you have never been employed or are now unemployed, indicate that fact in the space provided below for "Present Position."**

**PRESENT POSITION**

<b>Dates of employment: (Month, year)</b> From: _____ To present time	<b>Exact title of your present position:</b> See appendix "A".	<b>Salary or earnings:</b> Starting \$ _____ per _____ Present \$ _____ per _____
<b>Place of employment (city and State):</b> Name and address of employer (firm, organization, or person). If Federal, name department, bureau or establishment and division:	<b>Description of your work:</b>	
<b>Kind of business or organization (e. g., wholesale sit, insurance agency, etc., etc.):</b>		
<b>Number and kind of employees supervised by you:</b>		
<b>Name and title of immediate supervisor:</b>		
<b>Reason for desiring to change employment:</b>		

4257

**DO NOT WRITE IN THIS BLOCK**  
For Use of Civil Service Commission Only

<input type="checkbox"/> Airport	<input type="checkbox"/> Suburb	Employee residence
<input type="checkbox"/> Suburb	<input type="checkbox"/> Suburban	
Notations		App. Review
		Approved:
OPTION	GRADE	FAIRNESS RATING
		<input type="checkbox"/> 5 points (best)
		<input type="checkbox"/> 10 points
		<input type="checkbox"/> 15% or (Worst)
		<input type="checkbox"/> Poor
		<input type="checkbox"/> Being Investigated
INITIALS AND DATE		

17. MILITARY EXPERIENCE—In order to make the most complete estimate of your experience, please list in detail the training and experience that have been received in Armed Services. Indicate the date of entry into service, the date of completion of each assignment, the period of service, the special or technical schools while in the service, write in Item (a) "No other than Service schools" and indicate in Item (c) all the schools you have attended in duty assignments, giving dates of such assignments.

(a) Type Special Service Schools Attended		In what year you taught in these schools																																																												
<p><b>See appendix "B"</b></p> <p>Location:</p> <p>Dates attended (months, years):</p> <p>From: _____ To: _____ Rating received at end of this training: _____</p> <p>(c) Duty assignment or rating after this training (have all important changes in duty assignments whether or not you attended a Service School):</p> <p>Dates of duty assignment (months, years):</p> <p>From: _____ To: _____ Rating received at end of this training: _____</p> <p>(d) Duty assignment after this training:</p> <p>Dates of duty assignment (months, years):</p> <p>From: _____ To: _____</p>		<p>(a) In what year you taught in these schools</p> <p>(b) What did you do during this duty assignment?</p> <p>(c) In what year you taught in these schools</p> <p>(d) What did you do during this duty assignment?</p>																																																												
<p>List on a separate sheet of paper any additional experience training, service, or special duty assignments during military service or hospitalization.</p> <p>18. EDUCATION—Circle highest grade completed</p> <p>1 2 3 4 5 6 7 8 9 10 11 12</p> <p>Mark (a) the appropriate box to indicate satisfactory completion of:</p> <p><input type="checkbox"/> Elementary School <input type="checkbox"/> Junior High School <input checked="" type="checkbox"/> Senior High School</p> <p>(a) Name and Location of College or University Major</p> <p>Loyola University, N.O., La. A &amp; S</p> <p>Harvard Law School, Cambridge, Law</p> <p>Tulane University, N.O., La. Law</p> <p>(d) List Your Chief Undergraduate College Subjects</p> <p>Philosophy, Eng. Science</p> <p>(a) Other training such as vocational, business, military training (other than Armed Forces Institute prior name and location of school), or "in-service training" in a federal agency:</p> <p>Judge Advocate General of Navy USMC Institute</p> <p>(b) Indicate your knowledge of FOREIGN LANGUAGES</p> <table border="1"> <thead> <tr> <th>READING</th> <th>SPEAKING/UNDERSTANDING</th> </tr> <tr> <th>ENGLISH</th> <th>ENGLISH</th> </tr> </thead> <tbody> <tr> <td>ENGLISH</td> <td>ENGLISH</td> </tr> <tr> <td>French</td> <td>X</td> </tr> </tbody> </table> <p>(a) How was your knowledge of foreign languages acquired?</p> <p>School and private lessons</p> <p>(b) If you have travelled or resided in any foreign countries, indicate (1) purpose of visit, (2) date and length of time overseas and (3) reason for visit (e.g. business, vacation, etc.)</p> <p>England, France, Germany, Italy, Canada, etc. Study and recreation.</p> <p>(b) Indicate if you possess and machines and other tools you can use such as receiver of short wave radio, radio transmitter, key-punch, typewriter, scientific or professional devices.</p> <p>Approximate number of words per minute in typing 40 shorthand</p>				READING	SPEAKING/UNDERSTANDING	ENGLISH	ENGLISH	ENGLISH	ENGLISH	French	X	<p>Jesuits High School, New Orleans, La.</p> <p>Other Schools attended in high school which did not graduate</p> <p><b>English, History.</b></p> <table border="1"> <thead> <tr> <th>Course Attended</th> <th>Years Completed</th> <th>Degrees Conferred</th> <th>Semester Hours Credit</th> </tr> <tr> <th>From</th> <th>To</th> <th>Day</th> <th>Night</th> <th>Term</th> <th>Term</th> </tr> </thead> <tbody> <tr> <td>1915</td> <td>1919</td> <td>X</td> <td></td> <td>AB</td> <td>1919</td> <td>?</td> </tr> <tr> <td>1920</td> <td>1923</td> <td>X</td> <td></td> <td>LLB</td> <td>1923</td> <td>?</td> </tr> <tr> <td>1924</td> <td>1925</td> <td>X</td> <td></td> <td>LLB</td> <td>1925</td> <td>?</td> </tr> </tbody> </table> <p>Let Your Chief Graduate College Subjects</p> <p>Law and English Litt.</p> <p>Spent year (1923-1924) at Trinity Coll. Cambridge Univ. England in Eng. Litt. research.</p> <table border="1"> <thead> <tr> <th>Subjects Studied</th> <th>Dates Attended</th> <th>From</th> <th>To</th> <th>Day</th> <th>Night</th> </tr> </thead> <tbody> <tr> <td>Military Justice</td> <td>1944</td> <td>1945</td> <td></td> <td>X</td> <td></td> </tr> <tr> <td>Post-Exchange Actg.</td> <td>"</td> <td>"</td> <td></td> <td>X</td> <td></td> </tr> </tbody> </table> <p>(a) Are you now or ever been a licensed or certified electrician or power plant operator, radio operator, teacher, lawyer, CPA, etc.</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Give name and State</p> <p>Lawyer; Louisiana</p> <p>First license or certificate (year):</p> <p>Continuous.</p> <p>(a) Are you now or ever been a licensed or certified electrician or power plant operator, radio operator, teacher, lawyer, CPA, etc.</p> <p>(b) What other important qualifications NOT submitted copies unless requested</p> <p>(c) What professional and/or business experience</p> <p>(d) Please specify any particular relevant experience of membership in professional or scientific societies, etc.</p> <p>Practising lawyer in New Orleans for about fifteen years; member New Orleans and Louisiana State Bar Associations.</p>		Course Attended	Years Completed	Degrees Conferred	Semester Hours Credit	From	To	Day	Night	Term	Term	1915	1919	X		AB	1919	?	1920	1923	X		LLB	1923	?	1924	1925	X		LLB	1925	?	Subjects Studied	Dates Attended	From	To	Day	Night	Military Justice	1944	1945		X		Post-Exchange Actg.	"	"		X	
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RECEIVED

## APPENDIX "A"

## HISTORY OF EMPLOYMENT.

(Sec. 21 in Form 2025; Sec. 16 in USCRC Std. Form 57)

The following is a complete account of my business and professional activities since my return to New Orleans, free England, in the fall of 1924.

I had obtained a law degree (at Harvard in 1923), but, as the law of Louisiana differs in many important respects from the Common Law, I entered Tulane University Law School, in October 1924, to study Louisiana Civil Code subjects. In the afternoons I worked as a researcher for the law firm of Spencer, Gilligan, Shulz and Durbin, (now Phelps, Durbin, Parker and Claverie) 1010 United Trust Co. Bldg., New Orleans, La.

In July 1925 I received the degree of LLB from Tulane, passed the Louisiana bar examinations, and entered practice as an associate of the firm mentioned. My salary was, as I recall it, \$100.00 per month, plus 75% of the fees on the business which I originated. Such fees were negligible. My work consisted in research on matters assigned by members of the firm, and the handling of minor matters of litigation.

Among the clients of the Spencer firm was the New Orleans Bank & Trust Co., a small bank which had been organized a few years previously. In 1928 the bank decided to open a Trust Department, and offered me the job of organizing and running it, at a salary of \$400.00 per year. I accepted, organized the department and operated it successfully until 1931. My work consisted in collecting wills, trusts and custodianship accounts, inverting the funds of beneficiaries, administering estates and handling receiverships.

In 1931 the discount department of the New Orleans Bank & Trust Co. got into difficulties, and, for the protection of the depositors, the entire bank was taken over by the Interstate Trust & Factors Co., of New Orleans. No loss was suffered by any of the customers of the Trust Department. I became assistant Credit Officer of the Interstate Bank, and could have remained there indefinitely, but I disliked the environment and the policies of the management, and I could see very little prospect for advancement, so I resigned when the trust accounts had been transferred.

In the fall of 1931 I organized a corporation which was to erect a moving-letter on Canal St., similar to the one on the Times Building in New York, revenues were to be derived from the sale of advertising which was to be interspersed among news dispatches. It proved impossible, however, to sell sufficient contracts to make the operation profitable, and I liquidated the corporation in the early part of 1932.

Two of my classmates at Tulane, Edward J. Deitch and R. Merritt Garrison had been practicing law together since graduation, and were becoming quite successful. They asked me to join them, and, in the summer of 1932, I became a partner of the firm of Deitch & Garrison & Burke. For the next five years we engaged in the general civil practice of law in all City, State and Federal Courts. Among others, we represented the Billingsley Engineering Co., the Item Co., Ltd., publisher of one of the local daily papers, the Standard Locomotive Co., and a number of insurance companies, and local corporations and individuals.

My work covered the wide field of civil corporate and individual practice: the preparation of pleadings, interviewing witnesses, conducting litigation, writing briefs, arguing cases in the instant and appellate courts, executing titles, administering estates, handling taxation matters, etc. My income averaged approximately \$4000.00 per annum.

I resigned from the firm in 1937 and continued practice, as an individual, with offices in the General Park Building, until I entered military service in 1941. My income during that period varied between five and eight thousand dollars.

I was on active duty in the U.S. Marine Corps from September 1, 1941 to December 1945. While I was overseas my mother died, leaving a considerable estate. I was named executor in her will, and, after my return, I spent several months in administering

## APPENDIX "A"

the estate, transferring the securities and working out some rather complicated taxation matters.

I had decided, while in service, that I did not want to return to active law-practice. The clients I had had before the war were being adequately served by other attorneys, and it would have meant starting all over again from scratch. I did not want to do that, so I began looking for a business in which I could invest capital and my services. Naturally, I have found quite a few, but none, as yet, which meets my requirements.

I am a member of the Board of Directors of the following corporations: The National Service & Appraisal Co., of Chicago, Ill., which is in the credit reporting business; the Cahill Realty Co., of St. Louis, Mo., a family real estate company; The Equitable Real Estate Co., Ltd., of New Orleans; and Miracle Service, Inc., a company which some of my associates and I organized recently to operate "laundroutines" in this territory.

I have been active in Civic matters, acting as team captain in drives of the Community Chest, and have taken part in drives by the Red Cross, the Anti-Tuberculosis Society, the Cancer Society, etc. I am a member of the Board of the Children's Bureau, a Chest agency, and a member of its finance committee.

[Redacted] **AFFIX "B"**

**MILITARY SERVICE.**  
(See, 16 in Form 2105; Sec. 17 in USMC Std. Form 57)

In the spring of 1942 the war came pretty close to New Orleans. There were submarines in the Gulf, tankers were being torpedoed as they left the river, and the hospitals were filled with horribly burned seamen. I was anxious to do what I could, but I felt that at my age there was little hope of taking an active part. I became an Air Raid warden, and helped sell some War Bonds, and I thought that was about all I would be able to do.

Then the Marine Corps came out with an announcement that commissions were open in Aviation Intelligence to men up to 45 years of age. I saw the Recruiting Officer, and he recommended me for such a commission. Nothing happened for some time, so when I was next in Washington on business I went to Marine Corps Headquarters and looked up Colonel Walford, whom I had known in New Orleans.

He ascertained that Aviation Intelligence was filled up, but stated that he would be glad to have me in the Recruiting Division, and that I might transfer to Aviation Intelligence later on. I was delighted to get into the Marine Corps, and accepted a commission as Captain on 8 September 1942.

After an indoctrination course at Quantico, Va., I was ordered to San Antonio, Tex., as assistant recruiting officer. I remained there for three months, devoting most of my time to the Student Officer procurement program in the various Texas colleges.

In December, 1942, the Marine Corps, which had, prior to that time, been an exclusively volunteer organization, was placed under the Selective Service System, and Marine Corps Headquarters decided to follow the lead of the Navy and appoint a Marine officer as liaison to each state Selective Service Headquarters. I was one of those appointed, and was ordered to Raleigh, N.C., on 12 January 1943.

The post at Raleigh was one of some importance because of the large Marine Corps bases at New River, Cherry Point and Quantico, at which over one hundred thousand Marines were in training, and at which construction and maintenance programs involving several hundred millions of dollars were in operation. It was my duty to supervise the induction of all North Carolina Selectees who were assigned to the Marine Corps through the Selective Service System, and to represent the various Marine Corps installations in their dealings and disputes with local draft boards concerning the placement of about five thousand civilian employees.

In addition, I took an active part in the administration of the Selective Service Headquarters in Raleigh and throughout the state, interviewing registrants, their employers and dependents, advising local and appeal boards, setting up replacement schedules for various industries and passing on the merits of about eleven thousand appeals.

The work was interesting and productive, and living in Raleigh was certainly "good duty", but I had never lost my desire for overseas duty and made two attempts to transfer to Aviation, both of which were unsuccessful. Then, in September 1944 I heard that Marine Divisions overseas were badly in need of Legal Officers, and I immediately applied for transfer. I was ordered to Headquarters for indoctrination, and, after a tour of duty in the office of the Judge Advocate General of the Navy, I was sent to Camp Lejeune in February 1945 for further training. In April 1945 I sailed from San Francisco, and in May I joined the Fourth Marine Division, Fleet Marine Force, Pacific, at Usui, as Division Legal Officer. I continued in that post until the war ended and I procured a transfer to the inactive list.

A Marine Division consists of approximately 18,000 men. The Division Legal Officer is directly responsible to the Commanding General for the administration of military justice throughout the command, and supervises the work and findings of all General, Summary and Court Courts, as well as those of all Boards of Investigation and Courts of Inquiry. He advises the Commanding General on the action to be taken as Convening Authority or Immediate Superior in Command. In addition he advises the Commanding General and Chief of Staff on all legal matters arising out of contact with natives, with civilian and military authorities and with the owners of training areas.

[Redacted]

14-00000

APPENDIX "B"

used by the troops. Moreover, he acts as Legal Assistance Officer to the Division, which involved, during my term of office, the giving of legal advice and service to about eight hundred individuals.

I returned to the United States on 25 October 1945, and completed my terminal leave on 19 December 1945.

During my term of service my superiors rendered reports on my fitness each ninety days. All of these reports were favorable, and many of them contained commendations. I was promoted to Major in August 1945, to rank from May 1943, and I hold a permanent commission as Major in the Reserve. My file number is [Redacted]

Dec. 1945 to Jan. 1947

SECRET

(When Filled In)

## FITNESS REPORT (Part I) PERFORMANCE

## INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section "A" below.

## SECTION A.

## GENERAL

1. NAME	(Last) <input type="text"/>	(First) <input type="text"/>	(Middle) <input type="text"/>	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
				22 Oct 1900	N	OC
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT			6. OFFICIAL POSITION TITLE			
Operations/Contact/New Orleans Office			IO (Contact) (Ch)			
7. GRADE	8. DATE REPORT DUE IN CP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)				
GS-15	9 September 1957	9/9/56 - 9/8/57				
10. TYPE OF REPORT (Check one)	INITIAL	REASSESSMENT-SUPERVISOR			SPECIAL (Specify)	
<input checked="" type="checkbox"/> ANNUAL		<input type="checkbox"/> REASSESSMENT-EMPLOYEE				

## SECTION B.

## CERTIFICATION

1. FOR THE RATER: THIS REPORT  HAS  NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:

Subject is stationed in Louisiana.

## A. CHECK (X) APPROPRIATE STATEMENTS:

X THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED P/T IN C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
X THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW TO EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

2. THIS DATE C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR D. SUPERVISOR'S OFFICIAL TITLE

31 Oct 57

*McAshraft*

E. M. Ashcraft Chief, Contact Division

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

*GW* DATE  
11-1-57

Posted Pos. Control

Reviewed by PLO *Reff 11-1-57*

CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE *31 Oct 1957* B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL *George G. Carey* C. OFFICIAL TITLE OF REVIEWING OFFICIAL *Assistant Director for Operations*

## SECTION C.

## JOB PERFORMANCE EVALUATION

## 1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

5

INSERT  
RATING  
NUMBER

1. DOES NOT PERFORM DUTIES ADEQUATELY. HE IS INCOMPETENT.  
2. BARELY ADEQUATE IN PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.  
3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.  
4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.  
5. A FINE PERFORMANCE. CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.  
6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

## COMMENTS:

SECRET

(When Filled In)

## 2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

## DIRECTIONS:

a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.

b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.

c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisor those who supervise a secretary only).

d. Compare, in your mind, when possible, the individual being rated <sup>3000</sup> with others performing the same duty at a similar level of responsibility.

e. Two individuals with the same job title may be performing different duties. If so, rate them on different <sup>1000</sup> lines.

f. Be specific. Examples of the kind of duties that might be rated <sup>1000</sup> are:

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	3 - PERFORMS THIS DUTY ACCEPTABLY	4 - PERFORMS THIS DUTY IN A COMPETENT MANNER	5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS	7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY
---------------------------	---	---	-----------------------------------	--	---	--	--

SPECIFIC DUTY NO. 1 Management of domestic field office	RATING NUMBER 6	SPECIFIC DUTY NO. 4 Obtaining the effective support of non-governmental sources and contacts in his area	RATING NUMBER 6
SPECIFIC DUTY NO. 2 Analysis of assigned area for intelligence potential	RATING NUMBER 6	SPECIFIC DUTY NO. 5 Liaison with Federal and local agencies and officials in his area	RATING NUMBER 4
SPECIFIC DUTY NO. 3 The planning and carrying out of effective intelligence collection	RATING NUMBER 6	SPECIFIC DUTY NO. 6 Support of other elements of CIA in his area	RATING NUMBER 3

## 3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job. Complete integrity; knowledge of area, familiarity with source potentials and attitudes, ability to obtain close cooperation of non-governmental sources at high level; loyalty to staff. Somewhat inclined to take legalistic approach to relationships with other elements of CIA and other IAC local representatives, with consequent loss of flexibility.

## SECTION D.

## SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual,...productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents....and how he fits in with your team. Compare him with others doing similar work of about the same level.

6	1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
	2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
	3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
	4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
	5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
	6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
	7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION  YES  NO. IF YES, EXPLAIN FULLY:

SECRET

SECRET

(When Filled In)

## FITNESS REPORT (Part II) POTENTIAL

## INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the DA no later than 30 days after the due date indicated in item 8 of Section "E" below.

## SECTION E.

## GENERAL

1. NAME (Last)	(First)	(Middle)	2. DATE OF BIRTH 22 Oct 1900	3. SEX M	4. SERVICE DESIGNATION OC
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT Operations/Contact/New Orleans Office			6. OFFICIAL POSITION TITLE IO (Contact)		
7. GRADE GS-15	8. DATE REPORT DUE IN OP. 9 September 1957	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 9/9/56 - 9/8/57			
10. TYPE OF REPORT (Check one) <input checked="" type="checkbox"/> ANNUAL		INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)	

## SECTION F.

## CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE  
31 Oct 57 *E. M. Ashcraft* B. TYPE OR PRINTED NAME AND SIGNATURE OF SUPERVISOR C. SUPERVISOR'S OFFICIAL TITLE  
E. M. Ashcraft Chief, Contact Division

2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION, IN ATTACHED MEMO.

A. THIS DATE  
31 Oct 57 *George G. Carey* B. TYPE OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL C. OFFICIAL TITLE OF REVIEWING OFFICIAL  
George G. Carey Assistant Director for

## SECTION G.

## ESTIMATE OF POTENTIAL

Operations

## 1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

2
---

- 1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
- 2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
- 3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
- 4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
- 5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
- 6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
- 7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

## 2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor?  Yes  No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION	
2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION	
3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION	

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
3		A GROUP DOING THE BASIC JOB (TRUCK DRIVERS, STENOGRAFERS, TECHNICIANS OR PROFESSIONAL SPECIALISTS OF VARIOUS KINDS) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
	3	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	3	A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
	3	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
	3	WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
	3	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (Specify)

SECRET

OFP

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION

80

## 4. COMMENTS CONCERNING POTENTIAL

He is willing to leave the New Orleans area for an overseas tour, but not for duty in Washington. Since his background has been entirely in the general collection field, and since he has no substantive training, it is difficult to conceive of such an overseas position. He is eminently suited to continue in his present assignment.

## SECTION H. FUTURE PLANS

## 1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

No further training or experience planned or considered necessary, with the exception of periodic meetings of the CD/00 field chiefs.

## 2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

See Section G(4) above.

## SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL

CATEGORY NUMBER	1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
	2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
	3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
	4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
	5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
3	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
5	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITY	4	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRONG SUPPORT	5	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	3	17. COMES UP WITH SOLUTIONS TO PROBLEMS	3	27. IS VERSATILE
5	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	5	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
5	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	4	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

SECRET

(After Filled In)

## FITNESS REPORT (Part I) PERFORMANCE

## INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item A, of Section "A" below.

## SECTION A.

## GENERAL

1. NAME	2. GRADE	3. DATE OF BIRTH	4. SEX	5. SERVICE DESIGNATION
[Redacted]	GS-15	22 Oct 1900	M.	OC
6. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		7. OFFICIAL POSITION TITLE		
Operations/Contact/New Orleans Office		IO (Contact)		
8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)			
9 September 1956	9/9/55 - 9/8/56			
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)	
X ANNUAL	EMPLOYEE			

## SECTION B.

## CERTIFICATION

1. FOR THE RATER: THIS REPORT  HAS  NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY  
NOT:  
Subject is stationed in Louisiana.

## A. CHECK (X) APPROPRIATE STATEMENTS:

X THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	12. INDIVIDUAL IS RATED "E" IN C1 OR D. A BARRING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISOR.	13. I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW TO EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

B. THIS DATE C. D. SUPERVISOR'S OFFICIAL TITLE  
7 Nov 56 S. M. ASHCRAFT Chief, Contact Division

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

BY *gwc* DATE *11-13-56*

Printed for: Contact

Signature: *gwc* *11-13*

[ ] CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE B. DRAFTED OR PRINTED NAME AND SIGNATURE OF REVIEWING C. OFFICIAL TITLE OF REVIEWING OFFICIAL  
8 Nov 56 *George G. Carey* GEORGE G. CAREY Assistant Director for

## SECTION C.

## JOB PERFORMANCE EVALUATION

Operations

## 1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

5

INSERT  
RATING  
NUMBER

1. DOES NOT PERFORM DUTIES ADEQUATELY. HE IS INCOMPETENT.
2. BARELY ADEQUATE IN PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY. OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5. A FINE PERFORMANCE. CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

## COMMENTS:

## SECRET

Form Filled In

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES																			
<p><b>DIRECTIONS:</b></p> <p>a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.</p> <p>b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.</p> <p>c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisor those who supervise a secretary only).</p> <p>d. Compare in your mind, when possible, the individual being rated with others in the same job title at a similar level of responsibility.</p> <p>e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.</p> <p>f. Be specific. Examples of the kind of duties that might be rated are:</p> <table border="0"> <tr> <td>ORAL BRIEFING</td> <td>MAINTAINS RECORDS</td> </tr> <tr> <td>GIVING LECTURES</td> <td>CONDUCTS INTERROGATIONS</td> </tr> <tr> <td>CONDUCTING SEMINARS</td> <td>PREPARES SUMMARIES</td> </tr> <tr> <td>WRITING TECHNICAL REPORTS</td> <td>ANALYZES INDUSTRIAL REPORTS</td> </tr> <tr> <td>CONDUCTING EXTERNAL LIAISON</td> <td>MAINTAINS FILES</td> </tr> <tr> <td>TYPING</td> <td>OPERATES RADIO</td> </tr> <tr> <td>TAKING DICTATION</td> <td>COORDINATES WITH OTHER OFFICES</td> </tr> <tr> <td>SUPERVISING</td> <td>WRITES REGULATIONS</td> </tr> <tr> <td></td> <td>EXCHANGES CORRESPONDENCE</td> </tr> </table> <p>g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.</p>		ORAL BRIEFING	MAINTAINS RECORDS	GIVING LECTURES	CONDUCTS INTERROGATIONS	CONDUCTING SEMINARS	PREPARES SUMMARIES	WRITING TECHNICAL REPORTS	ANALYZES INDUSTRIAL REPORTS	CONDUCTING EXTERNAL LIAISON	MAINTAINS FILES	TYPING	OPERATES RADIO	TAKING DICTATION	COORDINATES WITH OTHER OFFICES	SUPERVISING	WRITES REGULATIONS		EXCHANGES CORRESPONDENCE
ORAL BRIEFING	MAINTAINS RECORDS																		
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TYPING	OPERATES RADIO																		
TAKING DICTATION	COORDINATES WITH OTHER OFFICES																		
SUPERVISING	WRITES REGULATIONS																		
	EXCHANGES CORRESPONDENCE																		
DESCRIPTIVE RATING NUMBER	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	3 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER																	
	2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	4 - FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS																	
3 - PERFORMS THIS DUTY ACCEPTABLY	5 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY																		
	4 - PERFORMS THIS DUTY IN A COMPETENT MANNER																		
5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	6 -	6 -																	
SPECIFIC DUTY NO. 1		RATING NUMBER	SPECIFIC DUTY NO. 4 Obtaining the effective support of non-governmental sources and contacts in his area.		RATING NUMBER														
Management of domestic field office.		6			6														
SPECIFIC DUTY NO. 2		RATING NUMBER	SPECIFIC DUTY NO. 5 Liaison with Federal and local agencies and officials in his area.		RATING NUMBER														
Analysis of assigned area for intelligence potential.		6			4														
SPECIFIC DUTY NO. 3		RATING NUMBER	SPECIFIC DUTY NO. 6 Support of other elements of CIA in his area.		RATING NUMBER														
The planning and carrying out of effective intelligence collection.		6			3														
3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE																			
<p><b>DIRECTIONS:</b> Stress strengths and weaknesses, particularly those which affect development on present job.</p> <p>The ability to obtain high degree of cooperation from important industrial and educational sources in his area; ability to plan and direct the operations of his office with efficiency and exceptionally high standards; complete integrity. This integrity, coupled with a somewhat legalistic approach to many problems, tends to make him somewhat inflexible in his approach to the sometimes unusual requirements of Intelligence, particularly when they concern clandestine matters.</p>																			
SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION																			
<p><b>DIRECTIONS:</b> Take into account here everything you know about the individual....productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents....and how he fits in with your team. Compare him with others doing similar work of about the same level.</p>																			
<table border="1"> <tr> <td>6</td> <td>1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED</td> </tr> <tr> <td></td> <td>2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW</td> </tr> <tr> <td></td> <td>3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION</td> </tr> <tr> <td></td> <td>4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION</td> </tr> <tr> <td></td> <td>5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS</td> </tr> <tr> <td></td> <td>6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION</td> </tr> <tr> <td></td> <td>7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION</td> </tr> </table>						6	1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED		2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW		3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION		4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION		5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS		6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION		7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION
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	7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION																		
<p>IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF YES, EXPLAIN FULLY:</p>																			

SECRET

SECRET

(When Filled In)

## FITNESS REPORT (Part II) POTENTIAL

## INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the CIO no later than 30 days after the due date indicated in item 8 of Section "E" below.

## SECTION E.

## GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
22 Oct 1900		M	OC
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT Operations/Contact/New Orleans Office			
6. GRADE	7. DATE REPORT DUE IN OF	8. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-15	9 September 1956	9/9/55 - 9/8/56	

9. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
	X ANNUAL	REASSIGNMENT-EMPLOYEE	

## SECTION F.

## CERTIFICATION

10. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED	11. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	12. SUPERVISOR'S OFFICIAL TITLE
1. THIS DATE 7 Nov 56	2. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL GEORGE G. CAREY	3. OFFICIAL TITLE OF REVIEWING OFFICIAL Assistant Director for
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
4. THIS DATE 8 Nov 1956	5. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL E. M. ASHCRAFT	6. OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, Contact Division

## SECTION G.

## ESTIMATE OF POTENTIAL

Operations

## 1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

2	1. ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	2. HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	3. MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
	4. READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
	5. WILL PROBABLY ADJUST QUIETLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
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RATING NUMBER	7. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

## 2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Does this person have the ability to be a supervisor?  Yes  No. If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING 0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION  
NUMBER 1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION  
2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION  
3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
3		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
	3	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	3	A GROUP WHICH MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
	3	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
	3	WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
	3	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (Specify)

SECRET

Form 5010-102

5. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION

70

OFFICE OF PERSONNEL

## 6. COMMENTS CONCERNING POTENTIAL

He has indicated his unwillingness to leave the New Orleans area, he is eminently fitted to continue in his present job and, with the possible exception of logistics, it is difficult to conceive of another area in CIA to which he would readily adapt.

MAIL ROOM

## SECTION H.

## FUTURE PLANS

7. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

No further training or experience planned or considered necessary, with the exception of periodic meetings of the CD/00 field chiefs.

8. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

See Section G (4) above.

## SECTION I.

## DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

X = HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL

CATEGORY NUMBER      1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE  
 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE  
 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE  
 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE  
 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
3	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
5	2. CAN MAKE JUDGMENTS ON HIS OWN WHEN NECESSARY	4	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	4	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	4	24. BORES WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGMENT
4	6. KNOWS HOW TO SEEK ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRONG SUPPORT	5	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	3	17. COMES UP WITH SOLUTIONS TO PROBLEMS	3	27. IS VERSATILE
5	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	5	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
5	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	4	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

SECRET

(When Filled In)

## FITNESS REPORT

The Fitness Report is an important factor in agency personnel management. It seeks to provide the agency selection board with information of value when considering the application of an individual for membership in the career service; and, a periodic record of job performance as an aid to the effective utilization of personnel.

## INSTRUCTIONS

TO THE ADMINISTRATIVE OR PERSONNEL OFFICER: Consult current administrative instructions regarding the initiation and transmittal of this report.

TO THE SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor who assigns, directs, and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness, as revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate with his previous supervisor to make sure the report is accurate and complete. Primary responsibility rests with the supervisor. It is assumed that throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a general way he knows where he stands.

CODED

DATE

Annual 9-9-56 next report due

Posted Pos. Control 442 OCT 18 1955

Reviewed by FID G. J. A. 10/20/55

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE PERSONNEL OFFICER

## SECTION I (To be filled in by Administrative Officer)

1. NAME (Last) <input type="text"/>	(First) <input type="text"/>	(Middle) <input type="text"/>	2. DATE OF BIRTH <input type="text"/>	3. SEX <input type="text"/>	4. CAREER DESIGNATION <input checked="" type="checkbox"/> OC
5. DATE OF ENTRANCE ON DUTY 9 September 1947		6. OFFICE ASSIGNED TO Operations	7. DIVISION Contact	8. BRANCH New Orleans Office	
9. NATURE OF ASSIGNMENT <input type="checkbox"/> DEPARTMENTAL <input checked="" type="checkbox"/> FIELD		10. IF FIELD, SPECIFY STATION New Orleans, Louisiana	11. GRADE GS-15		
12. DATE THAT THIS REPORT IS DUE 9 September 1955		13. PERIOD COVERED BY THIS REPORT (Inclusive dates) 9/9/54 - 9/8/55			

## SECTION II (To be filled in by Supervisor)

1. CURRENT POSITION Chief, New Orleans Office <i>AS-0132.21-15</i>	2. DATE ASSUMED RESPONSIBILITY FOR POSITION 19 September 1948
3. WHAT SPECIFIC ASSIGNMENTS OR TASKS ARE TYPICAL OF THOSE GIVEN TO HIM DURING THE PAST THREE TO SIX MONTHS (List in order of frequency):	

The active management of a major domestic field office. This includes: (1) the supervision and direction of the professional and clerical personnel of that office; (2) within the broad directives of the Contact Division, the assessment of the intelligence capability of his assigned area, the conduct of methodical exploitation of the intelligence sources within his area, and the maintenance of close and effective relationship with Contact Division Headquarters for the purpose of directing local exploitation along the lines of current requirements and priorities; (3) the effective support of all elements of the Agency, required within his area; and (4) the maintenance of all Federal, State and local liaisons necessary to the accomplishment of his mission.

READ THE ENTIRE FORM BEFORE ATTEMPTING TO COMPLETE ANY ITEM

## SECTION III

I certify that, during the latter half of the period covered by this report, I have discussed with the rated individual the manner in which he has performed his job and provided suggestions and criticisms wherever needed. I believe that his understanding of my evaluation of his performance is consistent with my evaluation of him as evidenced by this fitness report and I have informed him of his strengths, weaknesses, and on-the-job effectiveness. If performance during the report period has been unsatisfactory, there is attached a copy of the memorandum notifying him of unsatisfactory performance.

This report  has  not been shown to the individual rated.

THIS DATE 17 October 55	NAME AND SIGNATURE OF RATER (Employee's immediate supervisor) <i>E. M. Ashcraft</i>	E. M. ASHCRAFT
I HAVE REVIEWED THIS REPORT (Comments, if any, are reflected by attached memorandum)		
THIS DATE 6 Oct 55	NAME AND SIGNATURE OF REVIEWER (Official next higher in line of authority) <i>George G. Carey</i>	GEORGE G. CAREY

SECRET  
(When Filled In)

OFFICE OF PERSONNEL

## SECTION IV

This section is provided for an add-in describing the individual. Your description is not favorable to yourself but acquire its meaning in relation to a particular job or assignment. The descriptive words ~~are~~ to be interpreted literally.

On the left-hand side of the page below are a series of statements that apply in some degree to most people. On the right-hand side of the page are four major categories of descriptions. The scale within each category is divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Look at each statement on the left; then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have no definite opinion that the description is not at all suited to the individual.

STATEMENTS	NOT OB- SERVED	CATEGORIES				
		DOES NOT APPLY	APPLIES TO A LIMITED DEGREE	APPLIES TO A REASONABLE DEGREE	APPLIES TO AN ABOVE AVERAGE DEGREE	APPLIES TO AN OUTSTANDING DEGREE
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.	SAMPLES		X			
B. PRACTICAL.					X	
1. A GOOD REPORTER OF EVENTS.					X	
2. CAN MAKE DECISIONS ON HIS OWN, WHEN NEED ARISES.					X	
3. CAUTIOUS IN ACTION.						X
4. HAS INITIATIVE.					X	
5. UNEMOTIONAL.				X		
6. ANALYTIC IN HIS THINKING.						X
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.						X
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.				X		
9. HAS SENSE OF HUMOR.					X	
10. KNOWS WHEN TO SEEK ASSISTANCE.					X	
11. CALM.					X	
12. CAN GET ALONG WITH PEOPLE.				X		
13. MEMORY FOR FACTS.						X
14. GETS THINGS DONE.						X
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.					X	
16. CAN COPE WITH EMERGENCIES.			X			X
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.						X
18. HAS STAMINA; CAN KEEP GOING A LONG TIME.					X	
19. HAS BIDE RANGE OF INFORMATION.						X
20. SHOWS ORIGINALITY.					X	
21. ACCEPTS RESPONSIBILITIES.						X
22. ADMITS HIS ERRORS.				X		
23. RESPONDS WELL TO SUPERVISION.					X	
24. EVEN DISPOSITION.					X	
25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT.						X

SECRET

~~SECRET~~  
Coden Filled In

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**SECTION V**

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

Complete integrity, high standards of behavior and accomplishment, the ability to induce cooperation at a high level, experience in domestic collection.

**B. WHAT ARE HIS OUTSTANDING WEAKNESSES?**

Somewhat inflexibly high moral and ethical standards.

SECRET

SECRET

(Former Filled In)

OFFICER

PERSONNEL

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MAIL ROOM

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTSHINES ALL OTHER CONSIDERATIONS.

Integrity and general competence.

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION?  NO  YES. IF YES, WHY?

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

None, beyond periodic visits to Division headquarters.

F. OTHER COMMENTS (Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person).

See B. above.

## SECTION VI

Read all descriptions before rating. Place "X" in the most appropriate box under subsections A, B, C, and D.

A. DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.

- 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
- 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.
- 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
- 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.
- 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
- 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA?  NO  YES. IF YES, WHAT?

C. DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the agency.

- 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY.
- 2. WILL DEFINITELY LEAVE THE AGENCY AT THE FIRST OPPORTUNITY.
- 3. HAS STRONG NEGATIVE ATTITUDE TOWARD AGENCY... IRKED BY RESTRICTIONS...REGARD AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
- 4. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE AGENCY...BOthered BY MINOR FRUSTRATIONS... WILL QUIT IF THESE CONTINUE.
- 5. HIS ATTITUDE TOWARD THE AGENCY IS INDIFFERENT... HAS "WAIT AND SEE" ATTITUDE..WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
- 6. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD AGENCY..MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR AGENCY..THINKS IN TERMS OF A CAREER IN THE AGENCY.
- 7. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE AGENCY..BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE AGENCY.
- 8. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE AGENCY..WILL PROBABLY NEVER CONSIDER WORKING ANYWHERE BUT IN THE AGENCY.

B. DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities normally indicated by promotion.

- 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.
- 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.
- 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.
- 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.
- 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.
- 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

None applicable. He is not capable of greater responsibilities in certain areas.

D. DIRECTIONS: Consider everything you know about this person in making your rating...skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.

- 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.
- 2. OF DOUBTFUL SUITABILITY..WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
- 3. A BARELY ACCEPTABLE EMPLOYEE..DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO BARRANT HIS SEPARATION.
- 4. A TYPICAL EMPLOYEE..HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE AGENCY.
- 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.
- 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE AGENCY.
- 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE AGENCY.

SECRET

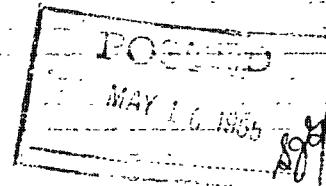
SECRET

ISSUED IN LIEU OF FORM 50

NATURE OF ACTION CHANGE IN OCCUPATIONAL CODE AND/OR TITLE.

EFFECTIVE DATE 31 MARCH 1955

POSITION TITLE	NEW CODE	NAME	POSITION NUMBER
10-CONTACT-CH	GS-0132.21		K 195 101773

APPROVED HARRISON G. REYNOLDS  
DIRECTOR OF PERSONNEL

SECRET

[redacted]  
Post Office Box 1016  
New Orleans, La.

6 December 1954

Mr. C. F. Camp  
Chief, Personnel Procurement  
Central Intelligence Agency  
Washington 25, D. C.

Dear Mr. Camp:

I am today in receipt of your letter of  
1 December 1954 concerning Mr. Clapp's visit  
and Mr. McBride.

I was not in New Orleans at the time when  
Mr. Clapp was here and accordingly did not  
have the pleasure of seeing him.

I am sorry that Mr. Clapp did not succeed  
in making contact with Mr. McBride. If I  
happen to learn of a more recent address of  
Mr. McBride, I shall pass the information on  
to you.

Very truly yours,

[redacted]

[redacted] gn

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DD/P - 1-1931-b

Sep 16 1954

MEMORANDUM FOR: Deputy Director (Intelligence)

SUBJECT: Commendation of DD/I Personnel

1. For the past several months my office has had an urgent and a continuing need for intelligence about Guatemala -- for intelligence in such variety that at one time or another almost every DD/I component contributed.

2. Each of them -- offices as well as individuals within the DD/I area -- responded with a highly impressive alacrity and completeness. Their contributions were thorough in their coverage and fast in their preparation.

3. It is difficult to cite the work of particular individuals and components of DD/I, because much inconspicuous but essential labor must never have come to my attention. Risking the chance that such work might unfairly be unrecognized, I nevertheless believe that the work of the following individuals and units deserves special recognition:

John W. Armstrong, Wilton H. Brown, [redacted] and  
[redacted] ORR.

Miss Dorothy A. Brandon, [redacted] Hunter C.  
Leake and Lloyd A. Ray, New Orleans field office, OO/C.

[redacted] [redacted] OO/C.

Miss [redacted] and [redacted], Geography Division,  
ORR.

[redacted] [redacted] [redacted]  
[redacted] and Robert J. Voskuil, Cartography Division, ORR.

[redacted] [redacted] and [redacted],  
Photo Intelligence Division, ORR.

[redacted] and [redacted] OO/C.

[redacted], New York field office, OO/C.

SECRET

**SECRET**

- 2 -

Office of Research and Reports which put its major resources at our disposal. ORR's geographic research area freely gave us the time of trained cartographers and interpreters. Without their skills, and the endless hours they applied those skills for us, our operations would have been most difficult. ORR's economic research area contributed less only because we asked for less; economic intelligence was not as vital as geographic intelligence to this operation. In addition, the major economic contribution was recognized and commended in my 7 June 1954 memorandum to you.

Foreign Broadcast Information Division which monitored Guatemalan and related broadcasts with more than its usual care, and, among other special activities, arranged a direct wire service so that our field headquarters unit received the monitored broadcasts immediately. The entire division turned to its task with such unity that singling out for commendation the work of any of its people is impossible.

Foreign Documents Division which gave us translations quickly and in the priority needed. Its service was the more remarkable for its lack of a Western Hemisphere Unit. Initiative, flexibility, and willingness were substituted for this organizational lack.

Radio Station which provided a wide variety of services we requested, and on its own initiative proposed other useful services. Its remarkable collection of Central American intelligence information by its network of domestic field stations, it carefully watched the southern ports of entry into the United States on a 24-hour day basis, it provided us with commercial news clipping services and the texts of news broadcasts, and it located, surveilled and in many cases interviewed Guatemalans within the United States in whom we were interested.

CIA Library, especially its Book Branch. All components, however contributed. Its clipping service was reliable, alert, and keen to render maximum service. The Information Section promptly handled numerous spot requests and gave resourceful assistance well beyond the confines of its routine duties. The Book Branch surveyed periodical and scholarly literature meticulously, and thus uncovered much information useful to a psychological campaign.

Graphics Register whose Photo Branch and Film Branch both gave services much beyond the normal course of duty, and showed ingenuity in locating and preparing special materials.

*Michael Dulles*

FRANK G. WISNER  
Deputy Director (Plans)

**SECRET**

SECRET

SEP 28 1954

SECURITY INFORMATION

BY *[Signature]* DATE

## PERSONNEL EVALUATION REPORT

*Items 1 through 6 will be completed by Administrative or Personnel Officer*

1. <i>Office</i>	GRADE	3. POSITION TITLE	CD-00
DDI/00	GS-15	Intelligence Officer (Chief)	
4. OFFICE	STAFF OR DIVISION	BRANCH	DEPT/
Contact		New Orleans	IF FIELD, SPECIFY STATION
5. PERIOD COVERED BY REPORT	6. TYPE OF REPORT	7. FIELD	
From 9/9/53	To 9/8/54	Initial	Annual
		Reassignment	Special
			Reassignment of Supervisor

*Items 7 through 10 will be completed by the person evaluated*

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES. General and detailed supervision, direction and support of the activities of personnel attached to the New Orleans Office, with a view to insuring the highest standard of professional and clerical performance and the most complete coverage of the area within this office's jurisdiction. Interpretation and implementation of policies originated by higher echelons. Maintenance of liaison with field installations of other IAC agencies for the purpose of effecting coordination of domestic intelligence collection. Collection and reporting of positive foreign intelligence information from domestic nongovernmental sources. Provision of support to other components of CIA.

## 8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
None			

## 9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?

IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).

In the type of work in which I am presently engaged.

10.

31 August 1954.

DATE

*Items 11 through 18 will be completed by Supervisor*

## 11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.

He performs these duties conscientiously and efficiently.

SECRET

SECURITY INFORMATION

OFFICE OF PERSONNEL

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?

By the maintenance of his office and official relationships in an area of peculiar traditional independence and integrity, on a firm and high level.

13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR FUTURE IMPROVEMENT?

To continuing his present efforts to reach a broader understanding of the whole intelligence problem, both within CIA and in the IAC complex. To a more tolerant approach to support problems.

14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.

He is capable of greater responsibilities now.

15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)

No.

16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?

None, other than periodic visits to O/C headquarters.

17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.

18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.

24 Sept. 54

DATE

SIGNATURE OF SUPERVISOR

19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in item 20.)

27 Aug. 54

DATE

SIGNATURE OF REVIEWING OFFICIAL

20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

SECRET

**CONFIDENTIAL**

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PLEASE READ INSTRUCTIONS CAREFULLY BEFORE PREPARING THIS FORM

1. Agency and organizational designation <b>CENTRAL INTELLIGENCE AGENCY</b>		2. Pay period	3. Block No.	4. Slip No.
				4238
5. Employee's name: [Redacted]		6. Grade and salary <b>O-15 \$10,750.00</b>		
PAY ROLL CHANGE DATA				
	BASIC PAY	OVERTIME	NET PAY	
7. Previous period				
8. New period				
9. Pay this period				
10. Remarks: <b>PURSUANT TO DCI DIRECTIVE EFFECTIVE 24 OCT 1951 SALARY ADJUSTED TO \$ 11,800.00</b>			11. Appropriation(s)	12. Prepared by
				13. Audited by
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase 14. Effective date      15. Date last equivalent increase      16. Old salary rate      17. New salary rate      18. (a) Efficiency rating is good or better than good and service and conduct requirements certified <b>9/26/51</b> <b>3/19/50</b> <b>\$10,750.00</b> <b>\$11,000.00</b> (b) <i>Charles B. Brown</i> 19. Suspension date <b>10/12/51</b> (Signature of Other Administrator)				
20. LWOP date (Fill in appropriate spaces covering LWOP during following period) Period(s): <input type="checkbox"/> No excess LWOP      Total excess LWOP: <b>10/11/51</b> Initials of Clerk: <b>10/11/51</b> <small>STANDARD FORM NO. 1126A Form prescribed by Compt. Gen. U. S. Feb. 3, 1950, General Regulations No. 102</small>				
PAY ROLL CHANGE SLIP—PERSONNEL COPY				

U. S. GOVERNMENT PRINTING OFFICE

CONFIDENTIAL  
Sensitive Information

NOTICE OF CHANGE IN POSITION SLOTTING AND  
OR CHANGE IN POSITION DESIGNATION

NO CHANGE IN GRADE(S) INVOLVED

DATE OF T O APPROVAL 6 FEB 1952  
EFF DATE OF POSITION SLOTTING 24 MARCH 52

OO CONTACT DIVISION

NAME & TITLE	PERSONS GRADE SERIES	POSITION NUMBER
IO CHIEF	GS 132 15	K195
RAY LLOYD ANTHONY INTEL OFFICER	GS 132 14	K196
LEAKE HUNTER C II INTEL OFFICER	GS 132 14	K19601
BRANDAO DOROTHY A ADM ASSISTANT	GS 301 7	K197
INTEL OFFICER	GS 132 7	K198
SECRETARY STENO	GS 310 5	K199
SECRETARY STENO	GS 310 5	K19901
CLERK STENOGRAPHER	GS 312 4	K200

HOUSTON OFFICE

RISCH ERNEST A IO CHIEF	GS 132 15	K201
INTEL OFFICER	GS 132 14	K202
INTEL OFFICER	GS 132 13	K203

CONFIDENTIAL

Public Law 513, approved May 13, 1950, 81st Congress (2nd Session), is quoted verbatim herewith:

"AN ACT

"To enhance further the security of the United States by preventing disclosures of information concerning the cryptographic systems and the communications intelligence activities of the United States.

"BE IT ENACTED BY THE SENATE AND HOUSE OF REPRESENTATIVES OF THE UNITED STATES OF AMERICA IN CONGRESS ASSEMBLED. That whoever shall knowingly and willfully communicate, furnish, transmit, or otherwise make available to an unauthorized person, or publish, or use in any manner prejudicial to the safety or interest of the United States or for the benefit of any foreign government to the detriment of the United States any classified information (1) concerning the nature, preparation, or use of any code, cipher, or cryptographic system of the United States or any foreign government or (2) concerning the design, construction, use maintenance, or repair of any device, apparatus, or appliance used or prepared or planned for use by the United States or any foreign government for cryptographic or communication intelligence purposes; or (3) concerning the communication intelligence activities of the United States or any foreign government, or (4) obtained by the processes of communication intelligence from the communications of any foreign government knowing the same to have been obtained by such processes, shall be fined not more than \$10,000 or imprisoned not more than ten years, or both.

"Sec. 2. (a) The term 'classified information' as used herein shall be construed to mean information which, at the time of a violation under this Act, is, for reasons of national security, specifically designated by a United States Government Agency for limited or restricted dissemination or distribution

"(b) The terms 'code', 'cipher', and 'cryptographic system' as used herein shall be construed to include in their meanings, in addition to their usual meanings, any method of secret writing and any mechanical or electrical device or method used for the purpose of disguising or concealing the contents, significance, or meanings of communications.

"(c) The term 'foreign government' as used herein shall be construed to include in its meaning any person or persons acting or purporting to act for or on behalf of any faction, party, department, agency, bureau, or military force of or within a foreign country, or for or on behalf of any government or any person or persons purporting to act as a government within a foreign country, whether or not such government is recognized by the United States.

"(d) The term 'communication intelligence' as used herein shall be construed to mean all procedures and methods used in the interception of communications and the obtaining of information from such communications by other than the intended recipients.

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"(e) The term 'unauthorized person' as used herein shall be construed to mean any person who, or agency which, is not authorized to receive information of the categories set forth in section 1 of this Act, by the President; or by the head of a department or agency of the United States Government which is expressly designated by the President to engage in communication intelligence activities for the United States.

"Sec. 3. Nothing in this Act shall prohibit the furnishing, upon lawful demand, of information to any regulatory constituted committee of the Senate or House of Representatives of the United States of America, or joint committee thereof."

-----  
I, , do hereby certify that

I have read, and thoroughly understand, Public Law 513, quoted above.

Signed:

Date : 6 Nov. 1950

Witness :

Position: Communicator, N.O.

Date : 6 November 1950

**CONFIDENTIAL**

STANDARD FORM 80 16 PARTS  
OCTOBER 1960  
PROLULATED BY  
CHAPTER 6, C. S. FEDERAL PERSONNEL MANUAL  
U. S. CIVIL SERVICE COMMISSION

## CENTRAL INTELLIGENCE AGENCY

## NOTIFICATION OF PERSONNEL ACTION

104 (5k) 130

1. NAME (MR. — MRS. — MRS. — GIVE RANK, INITIALS, AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
01973	10/22/1900		5/11/50
This is to notify you of the following action affecting your employment:			
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Periodic Step Increase	3/19/50	CIA Admin. Inst. 20-8 Dated 12/9/49	
FROM		TO	
Regional Manager (Intelligence Officer)	GS-15	Regional Manager (Intelligence Officer)	GS-15
GS-13	\$10300.00 per annum	GS-13	\$10750.00 per annum
Operations Contact New Orleans Office		Operations Contact New Orleans Office	
New Orleans, Louisiana		New Orleans, Louisiana	
<input checked="" type="checkbox"/> FIELD	DEPARTMENTAL	<input checked="" type="checkbox"/> FIELD	DEPARTMENTAL
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION	
<input type="checkbox"/> NONE <input type="checkbox"/> WWII <input type="checkbox"/> OTHER <input type="checkbox"/> S.P.T. <input type="checkbox"/> 10-POINT <input checked="" type="checkbox"/> DISAG <input type="checkbox"/> UTHML		<input type="checkbox"/> NEW <input type="checkbox"/> VICE <input type="checkbox"/> F.A. <input type="checkbox"/> REAL <input checked="" type="checkbox"/> Bu. AF-192	
15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES — NO)
M	W	FROM: 2103900 TO: 529-309	Yes
19. DATE OF APPOINTMENT AFFIDAVITS EXCESSIONS ONLY			
20. LEGAL RESIDENCE <input checked="" type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: Louisiana			
21. REMARKS: THIS ACTION IS SUBJECT TO ALL APPLICABLE LAWS, RULES, AND REGULATIONS AND MAY BE SUBJECT TO INVESTIGATION AND APPROVAL BY THE UNITED STATES CIVIL SERVICE COMMISSION. THE ACTION MAY BE CORRECTED OR CANCELLED IF NOT IN ACCORDANCE WITH ALL REQUIREMENTS.			
*Last equivalent salary increase 9/19/48  Efficiency Rating: Excellent Approved 3/20/49  Conduct Report: Satisfactory Dated 3/6/50			
Andrew E. Van Eesso ANDREW E. VAN EESSO Chief, Administrative Staff			
22. SIGNATURE OR OTHER AUTHENTICATION <i>11/11/50</i>			
ENTRANCE EFFICIENCY RATING:			

4 PERSONNEL FOLDER COPY

Standard Form No. 52  
August 1948  
U. S. CIVIL SERVICE COMMISSION

Form approved  
Budget Bureau No. 50-R0122

## REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ( )  
OFFICIAL (X) REGULAR (X) SPECIAL ( )  
PROBATIONAL ( )

As of 3/12/50 based on performance during period from 3/2/50 to 3/12/50

Intelligence Officer GS-15  
(Name of employee) (Title of position, service, and grade)

ON Contact  
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A: 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position: a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning <input type="checkbox"/> All others <input type="checkbox"/>
	<p>— (1) Maintenance of equipment, tools, instruments.</p> <p>— (2) Mechanical skill.</p> <p>— (3) Skill in the application of techniques and procedures.</p> <p>— (4) Presentability of work (appropriateness of arrangement and appearance of work).</p> <p>✓ (5) Attention to broad phases of assignments.</p> <p>— (6) Attention to pertinent detail.</p> <p>— (7) Accuracy of operations.</p> <p>— (8) Accuracy of final results.</p> <p>✓ (9) Accuracy of judgments or decisions.</p> <p>✓ (10) <u>Effectiveness in presenting ideas or facts.</u></p> <p>— (11) Industry.</p> <p>— (12) Rate of progress on or completion of assignments.</p> <p>✓ (13) Amount of acceptable work produced. (Is work based on production records? <u>yes or no</u>)</p> <p>— (14) Ability to organize his work.</p> <p>✓ (15) <u>Effectiveness in meeting and dealing with others.</u></p> <p>— (16) Cooperativeness.</p> <p>— (17) Initiative.</p> <p>— (18) Resourcefulness.</p> <p>✓ (19) Dependability.</p> <p>— (20) Physical fitness for the work.</p>	<p>✓ (21) <u>Effectiveness in planning broad programs.</u></p> <p>— (22) <u>Effectiveness in adapting the work program to broader or related programs.</u></p> <p>— (23) <u>Effectiveness in devising procedures.</u></p> <p>✓ (24) <u>Effectiveness in laying out work and establishing standards of performance for subordinates.</u></p> <p>— (25) <u>Effectiveness in directing, reviewing, and checking the work of subordinates.</u></p> <p>— (26) <u>Effectiveness in instructing, training, and developing subordinates in the work.</u></p> <p>— (27) <u>Effectiveness in promoting high working morale.</u></p> <p>— (28) <u>Effectiveness in determining space, personnel, and equipment needs.</u></p> <p>— (29) <u>Effectiveness in setting and obtaining adherence to time limits and deadlines.</u></p> <p>— (30) <u>Ability to make decisions.</u></p> <p>— (31) <u>Effectiveness in delegating clearly defined authority to act.</u></p>
	STATE ANY OTHER ELEMENTS CONSIDERED	
	<p>— (A) _____</p> <p>— (B) _____</p> <p>— (C) _____</p>	

STANDARD Deviations must be explained on reverse side of this form	Adjective Rating	Adjective Rating
Plus marks on all underlined elements, and check marks or better on all other elements rated.	Excellent	Rating official. <u>E</u>
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.	Very Good	Reviewing official. <u>E</u>
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.	Good	
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.	Fair	
Minus marks on at least half of the underlined elements.	Unsatisfactory	

Rated by Syman Kukreti Chief Contact 16 March 1950  
(Signature of rating official) (Title) (Date)

Reviewed by George J. Barry AD/100 20 Mar 1950  
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee 3/20/50 Report to employee E  
(Signature) (Adjective rating)

## PERIODIC PAY INCREASE REPORT

TO		THIS DATE
Contact		3/2/1950
<p>In order to determine whether the employee named below is eligible for a periodic pay increase it is necessary that his (or her) immediate supervisor execute the following "Conduct Report" and obtain the signature of the highest supervisor having knowledge of the employee's conduct.</p>		
CONDUCT REPORT		
NAME OF EMPLOYEE		POSITION, TITLE AND GRADE Intell. Off. GS-15
<input checked="" type="checkbox"/> This employee's conduct has been satisfactory. <input type="checkbox"/> This employee's conduct has been unsatisfactory for the following reasons: <i>Last equivalent salary increase 7/19/48</i> <i>Eff. Rating - E - 3/20/49</i> <i>Effec. Date 3/19/50</i> <i>2105905</i> <i>529-388</i>		
SIGNATURE OF IMMEDIATE SUPERVISOR <i>James K. Krajetzek</i>	DATE 6 March 1950	SIGNATURE OF REVIEWING OFFICIAL <i>John D. Wilson</i>

FORM NO. 97-105  
OCT 1949RETURN TO: PERSONNEL DIVISION  
ATT: TRANSACTIONS AND RECORDS BRANCH

1949

STANDARD FORM NO. 18 (PART I)  
UNITED STATES  
CIVIL SERVICE COMMISSION  
OCTOBER 1949

FORM APPROVED  
BUDGET BUREAU NO. 80-RCS-6

## CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION **104 (sn) 130**

1. NAME (MR.—MISS—MRS.—FIRST—MIDDLE INITIAL—LAST)	2. DATE OF BIRTH	3. JOURNAL OF ACTION NO.	4. DATE
	10/22/1900		10-28-49
This is to notify you of the following action affecting your employment:			
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Conversion-Class. Act of 1949	10-30-49	Letter - DCI - 10-28-49	
TO			
FROM	TO		
Regional Manager P-3 (Intelligence Officer) P-3 \$10,305.00 per annum  Operations Contact New Orleans Office  New Orleans, Louisiana	B. POSITION TITLE  9. SERVICE, GRADE, DARLARY  10. ORGANIZATIONAL DESIGNATIONS  11. HEADQUARTERS	Regional Manager GS-15 (Intelligence Officer) GS-15 \$10,500.00 per annum  Operations Contact New Orleans Office  New Orleans, Louisiana	
<input checked="" type="checkbox"/> FIELD	DEPARTMENTAL	12. FIELD OR DEPT'L	<input checked="" type="checkbox"/> FIELD
DEPARTMENTAL			

## 13. REMARKS

Acting Chief, Personnel Division

## 14. SIGNATURE OR OTHER AUTHENTICATION

15. VETERAN'S PREFERENCE					16. POSITION CLASSIFICATION ACTION				
NONE	1/8 PT.	10 POINT	WWII	WBI	OTHER	REG	VICE	S. A.	REAL
		DISAB	WIFE	WIDOW					
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>			
17. SEX	18. RACE	19. APPROPRIATION			20. SUBJECT TO C.S. RETIREMENT ACT (YES—NO)	21. DATE OF OATH (ACCSSIONS ONLY)	22. LEGAL RESIDENCE		
M	W	FROM:	2105900	TO:	Yes		Louisiana		
23. U. S. GOVERNMENT PRINTING OFFICE, 1948 630-348									

## 4. PERSONNEL FOLDER COPY

Standard Form No. 81  
August 1948

U. S. CIVIL SERVICE COMMISSION

Form approved,  
Budget Bureau No. 50-R-22.REPORT OF  
EFFICIENCY RATINGADMINISTRATIVE-UNOFFICIAL  
OFFICIAL:  REGULAR  SPECIAL  
PROBATIONAL As of 3/19/49 based on performance during period from 9/19/48 to 3/19/49

Intelligence Officer, P-8

(Title of position, service, and grade)

OO, Contact

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A.	CHECK ONE:
<input checked="" type="checkbox"/> If adequate	2. Underline the elements which are especially important in the position.	Administrative, supervisory, or planning <input type="checkbox"/>
<input type="checkbox"/> If weak	3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	All others <input type="checkbox"/>
<input type="checkbox"/> If outstanding		

..... (1) Maintenance of equipment, tools, instruments.  
..... (2) Mechanical skill.  
..... (3) Skill in the application of techniques and procedures.  
..... (4) Presentability of work (appropriateness of arrangement and appearance of work).  
..... (5) Attention to broad phases of assignments.  
..... (6) Attention to pertinent detail.  
..... (7) Accuracy of operations.  
..... (8) Accuracy of final results.  
..... (9) Accuracy of judgments or decisions.  
..... (10) Effectiveness in presenting ideas or facts.  
..... (11) Industry.  
..... (12) Rate of progress on or completion of assignments.  
..... (13) Amount of acceptable work produced. (Is mark based on production records? Yes or no)  
..... (14) Ability to organize his work.  
..... (15) Effectiveness in meeting and dealing with others.  
..... (16) Cooperativeness.  
..... (17) Initiative.  
..... (18) Resourcefulness.  
..... (19) Dependability.  
..... (20) Physical fitness for the work.

## STATE ANY OTHER ELEMENTS CONSIDERED

..... (A) \_\_\_\_\_  
..... (B) \_\_\_\_\_  
..... (C) \_\_\_\_\_

STANDARD Deviations must be explained on reverse side of this form	Adjective Rating	Adjective Rating
Plus marks on all underlined elements, and check marks or better on all other elements rated.	Excellent	<u>E</u>
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.	Very Good	
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.	Good	<u>E</u>
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.	Fair	
Minus marks on at least half of the underlined elements.	Unsatisfactory	

Rated by Lynn Kibbets Chief Contact Ba. 23 March 1949  
(Signature of rating official) (Title) (Date)

Reviewed by John H. Sterling Ap. AF 700 24 March 1949  
(Signature of reviewing official) (Title) (Date)

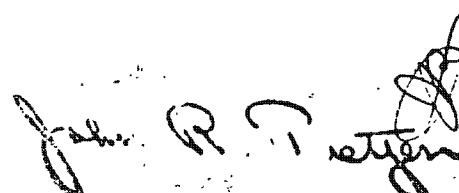
Rating approved by efficiency rating committee 2:59:48 Report to employee E  
(Date) (Adjective rating)

## PHYSICAL QUALIFICATION RECORD

NAME	NATURE OF ACTION
[Redacted]	E.O.D.
TITLE OF POSITION	GRADE
Regional Manager	P-3
DEPARTMENT OR FIELD	
Field	

Subject was found physically  fit  unfit for duty with this organization in the above grade and position. 11 September 1947

## RECOMMENDATIONS:



29 December 1948

DATE

SIGNATURE OF PHYSICAL REQUIREMENTS OFFICER

**RESTRICTED**  
PERSONNEL ACTION REQUEST

NAME:		CLASSIFICATION	
		VICE	INITIAL
		IA	B-4-H-F-142
		VV	12-4-47
		NEW	H
NATURE OF ACTION:		QUALIFICATION & REVIEW	
Transfer & Promotion		INITIAL	DATE
		GCA	9-21-48
EFFECTIVE DATE:		219-303 5-29-308 Lia-45 Log 9-23-78	
19 September 1948 Immediately		APPROVED: 11-15 1946	
		Warren C. Tracy	
		Signature (EXECUTIVE DIRECTOR)	
FOR RESIGNATIONS, TRANSFERS OUT, AND RESIGNATIONS LAST WORKING DAY:		Signature (EXECUTIVE FOR ADM)	
		J. T. Shinn - 15 Sept '48	
FOR RESIGNATIONS FROM FEDERAL SERVICE ONLY SIGNATURE OF EMPLOYEE:		Signature (CHIEF, PERSONNEL BRANCH)	
		J. T. Shinn - 15 Sept '48	
FROM		TO	
TITLE		Asst. Regional Manager (Intelligence Officer) P-7	
GRADE AND SALARY		Regional Manager (Intelligence Officer) P-8 8-09-50 P-7, \$8179.50 p.a.	
OFFICE		Operations	
BRANCH		Operations	
DIVISION		Contact	
SECTION		Control	
OFFICIAL STATION		New Orleans Office	
DEPT. OR FIELD		Southern I.A.O.	
		New Orleans, Louisiana	
		New Orleans, Louisiana	
		Field 130	
REMARKS:			
RECOMMENDED:		DATE	
George G. Carey		15 Sept, 1948.	

STANDARD FORM 50-48 PART I  
UNITED STATES  
CIVIL SERVICE COMMISSION  
OCTOBER 1948

FORM APPROVED  
BUDGET BUREAU NO. 50-2084

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION 130  
130 (cc) 130

1. NAME (MR. / MISS / MRS. / FIRST / MIDDLE / INITIAL / LAST)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE																					
<input type="text"/>	10/22/1900		9/17/1948																					
This is to notify you of the following action affecting your employment:																								
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY																						
Transfer & Promotion	9/19/1948	Schedule A-5																						
FROM	TO																							
Asst. Regional Manager (Intelligence Officer) P-7 \$8509.50 per annum Bu./N/200	Regional Manager (Intelligence Officer) P-8 \$10,305.00 per annum																							
Operations Contact Control Southern I.A.O.	Operations Contact Branch New Orleans Office																							
New Orleans, Louisiana		New Orleans, Louisiana																						
<input checked="" type="checkbox"/> FIELD	DEPARTMENTAL	12. FIELD OR DEPT L	<input checked="" type="checkbox"/> FIELD	DEPARTMENTAL																				
13. REMARKS																								
<p>DOG - 09/14/48 CSECD - 09/15/48 LCO - 09/15/48</p> <p><i>W. J. Kelly</i> <i>WJ</i> <i>9/24/48</i></p> <p>WILLIAM J. KELLY Chief, Personnel Branch</p>																								
14. SIGNATURE OR OTHER AUTHENTICATION																								
15. VETERAN'S PREFERENCE			16. POSITION CLASSIFICATION ACTION																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>NAME</td> <td>S. PT</td> <td>10. POINT</td> <td>WWI</td> <td>WWII</td> <td>OTHER</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </table>			NAME	S. PT	10. POINT	WWI	WWII	OTHER	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>NEW</td> <td>VICE</td> <td>I.A.</td> <td>REAL</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> </table>		NEW	VICE	I.A.	REAL	<input checked="" type="checkbox"/>			
NAME	S. PT	10. POINT	WWI	WWII	OTHER																			
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																				
NEW	VICE	I.A.	REAL																					
<input checked="" type="checkbox"/>																								
17. SEX	18. RACE	19. APPROPRIATION	20. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)	21. DATE OF OATH (ACCESSIONS ONLY)	22. LEGAL RESIDENCE																			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2195900 529-308	Yes		Louisiana																			

U. S. GOVERNMENT PRINTING OFFICE 1948 783384

4. PERSONNEL FOLDER COPY

STANDARD FORM NO. 64

CONFIDENTIAL

Executive Registry  
8-10-35

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive for Administration and Management

FROM : Assistant Director for Operations

SUBJECT: Recommendation for Promotion of [redacted]

DATE: SEP 15 1948

1. It is requested that the attached recommendation for promotion of [redacted] from P-7 to P-8 be approved even though Mr. Burke has not served the required time in-grade as established in Paragraph 4c of Administrative Instruction No. 20-1. This recommendation is based upon the fact he has served in his present capacity as Acting Chief, New Orleans Office, CO/C, for approximately one year and his performance of duty has been outstanding.
2. [redacted] entered on duty as Acting Chief, New Orleans Office, CO/C, on 9 September 1947 in which capacity he is still serving. The position of Chief, New Orleans Office, has been allocated as a P-8.
3. Subsequent to assuming his duties as Acting Chief of the New Orleans Office, [redacted] displayed great initiative and unusual ability in planning his organization and without any loss of time, placed it on a highly productive basis. [redacted] has not overlooked any possible sources of intelligence within his area, and is submitting extremely valuable reports, particularly those that pertain to Latin America. In addition, [redacted] office has produced comprehensive reports on the intelligence potentialities of Houston, Texas and [redacted] convincing this office that field offices in both localities will be justified.
4. Mr. Burke's accomplishments as Acting Chief, New Orleans Office have been outstanding. Due to his unusual leadership the morale of his office personnel has been maintained at a high level, despite heavy working conditions.
5. [redacted] received an A.B. degree from Loyola University, New Orleans, in 1919 and LLB degrees from Harvard Law School and Tulane University in 1923 and 1925 respectively. In addition, he spent one year of study at Cambridge University, England. Upon graduation from law school, he became affiliated with various prominent law firms in New Orleans, and in 1937 established his own firm which he operated on a successful level until his entry into the military service during World War II.
6. [redacted] has an outstanding military record, having served approximately three years in the U. S. Marine Corps during World War II, and being honorably released from duty with the rank

CONFIDENTIAL

~~CONFIDENTIAL~~

of Major. During his tour of duty with the U. S. Marine Corps, he served in the capacity of liaison officer with Selective Service and later, as legal officer with the Fourth Marine Division in the Pacific.

7. By reason of his civilian and military experience and wide acquaintanceship in New Orleans, [redacted] is exceptionally well qualified for his present assignment and is performing his duties in an outstanding manner. In view of his superior accomplishments and contributions to the successful operation of the Contact Branch, it is strongly recommended that [redacted] promotion to the grade of P-8 be approved.

*George G. Carey*

GEORGE G. CAREY

~~CONFIDENTIAL~~

19 May 1948

[REDACTED]  
P. O. Box 1C16  
New Orleans, C, Louisiana

Dear [REDACTED]

Prior to leaving CIA, I want to record my sincere appreciation of the fine job done by you in New Orleans.

Your achievement is all the more noteworthy when it is remembered that you started in your city singlehanded and with little guidance or precedent. Within the space of less than a year, you have created an effective field office which is now making a significant contribution to national intelligence.

Inspections reveal that your relations with the local Armed Forces representatives as well as with your clients are excellent. Noted also is the high morale in your office.

Please accept my congratulations for this splendid record and accept my gratitude for your loyal support.

With best wishes for your continued success,

Very sincerely,

EDWIN L. SIBERT  
Brigadier General, USA  
Assistant Director for Operations

ELS:rn

cc: Personnel Files ✓  
Chief, OO/C

Standard Form No. 31, Rev. 1  
Approved Dec. 1943  
C. S. C. Dept. Cir. No. 438

Form approved  
Budget Bureau No. 50-R-12.  
Approval expires Mar. 30, 1948.

## REPORT OF EFFICIENCY RATING

As of 3/31/48 based on performance during period from 9/9/47 to 3/31/48

  (Name of employee)

Intelligence Officer, P-7

(Title of position, service, and grade)

### Operations Contact

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 822A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning <input checked="" type="checkbox"/> All others <input type="checkbox"/>
---------------------------------	--	---

- ..... (1) Maintenance of equipment, tools, instruments.
- ..... (2) Mechanical skill.
- ..... (3) Skill in the application of techniques and procedures.
- ..... (4) Presentability of work (appropriateness of arrangement and appearance of work).
- ± (5) Attention to broad phases of assignments.
- ..... (6) Attention to pertinent detail.
- ..... (7) Accuracy of operations.
- ..... (8) Accuracy of final results.
- ± (9) Accuracy of judgments or decisions.
- ± (10) Effectiveness in presenting ideas or facts.
- ..... (11) Industry.
- ..... (12) Rate of progress on or completion of assignments.
- ..... (13) Amount of acceptable work produced. (Is mark based on production records? Yes or no)
- ± (14) Ability to organize his work.
- ± (15) Effectiveness in meeting and dealing with others.
- ..... (16) Cooperativeness.
- ..... (17) Initiative.
- ± (18) Resourcefulness.
- ± (19) Dependability.
- ..... (20) Physical fitness for the work.

- ± (21) Effectiveness in planning broad programs.
- ..... (22) Effectiveness in adapting the work program to broader or related programs.
- ..... (23) Effectiveness in devising procedures.
- ± (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
- ± (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
- ± (26) Effectiveness in instructing, training, and developing subordinates in the work.
- ± (27) Effectiveness in promoting high working morale.
- ± (28) Effectiveness in determining space, personnel, and equipment needs.
- ..... (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
- ± (30) Ability to make decisions.
- ± (31) Effectiveness in delegating clearly defined authority to act.

### STATE ANY OTHER ELEMENTS CONSIDERED

- ..... (A) .....
- ..... (B) .....
- ..... (C) .....

STANDARD Deviations must be explained on reverse side of this form	Adjective rating
Plus marks on all underlined elements, and no minus marks.	Adjective rating Excellent
Plus marks on at least half of the underlined elements, and no minus marks.	Rating official <u>E</u>
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks.	Very good
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks.	Good
Minus marks on at least half of the underlined elements.	Fair
	Unsatisfactory

Rated by Ho Bui Vans Chief 7D (Date) (Signature of rating official) (Date)

Reviewed by Lynn K. Kiparich Reviewing Official 17 April 1948 (Signature of reviewing official) (Date)

Rating approved by efficiency rating committee 5/3/48 Report to employee 5/3/48 (Adjective rating)

10055

9 October 1947

**Assistant Director for Operations**

### Executive Director

## Identification for Content Specialists

1. Attached are:

a. Three original letters of introduction dated 9 October 1947, signed by the Director of Central Intelligence, registration number 104, copy 1 - 3, to be issued to [redacted] Chief of the New Orleans office of your Contact Branch, and copies 4 and 5 for record purposes.

b. Three original letters of introduction dated 9 October 1947, signed by the Director of Central Intelligence, registration number 105, copy 1 - 3, to be issued to Mr. Jey B. L. Reeves, Chief of the Pittsburgh office of your Contact Branch, and copies 4 and 5 for record purposes.

c. Three original letters of introduction dated 9 October 1947, signed by the Director of Central Intelligence, registration number 106, copy 1 - 3, to be issued to Mr. Harrison G. Reynolds, Chief of the Boston office of your Contact Branch, and copies 4 and 5 for record purposes.

d. Sample of letter of introduction to be used in connection with above letters, to be written and signed in each case by the field office chief concerned.

2. The Assistant Director for Operations may request additional similar letters when new field offices of the Contact Branch are established and when office chiefs are changed.

3. Instructions relative to accounting for the registered letters signed by Director will be issued to you direct from the Central Records Division of Services Branch, ADW.

4. The Chief, Personnel Branch, ADW, will place a notation with the person-records of each field office chief to whom these letters are issued, and will responsible that these individuals are not reassigned or separated until these letters have been accounted for and withdrawn for destruction.

5. The Assistant Director for Operations and the Executive for Inspection and Security will cause such inspections to be made of the use of these means of identification as will insure maintenance of adequate security in connection therewith.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. T. SHAWDON

### Acting Executive Director

4 Enclosures Acting Executive Director  
1. Ltr from DCI re [redacted] (copies 1-5) Exec Dir ArM.  
2. Ltr from DCI re J. L. Rives (copies 1-6)  
3. Ltr from DCI re R. W. G. Reynolds (copies 1-5) to: Chief, Pers Br.  
4. Sample ltr of instruction to be used by chiefs of 1. [redacted] to: Chief, Sves Br (for C.R.)  
[redacted] for its [redacted]

12 September 1947

MEMORANDUM TO: Chief, Personnel Branch  
Executive for A & M

SUBJECT: Detail of [redacted]

REFERENCE: 37-3, "Personnel Action Request," dated  
10 July 1947

It is hereby requested that your records be marked  
to show that [redacted] has been designated Acting Manager  
of the New Orleans Interagency Office. It is not intended  
to recruit anyone against the P-8 Manager position.

[redacted]  
Executive Officer  
Contact Branch

## AFFIDAVIT

## STRIKING AGAINST THE FEDERAL GOVERNMENT

CENTRAL INTELLIGENCE GROUP

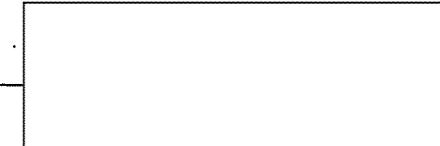
(DEPT. OR ESTAB.)

(BUREAU OR OFFICE)

WASHINGTON, D. C.

(PLACE OF EMPLOYMENT)

I,  DO HEREBY SWEAR (OR AFFIRM) THAT I AM NOT ENGAGED IN ANY STRIKE AGAINST THE GOVERNMENT OF THE UNITED STATES AND THAT I WILL NOT SO ENGAGE WHILE AN EMPLOYEE OF THE GOVERNMENT OF THE UNITED STATES; THAT I AM NOT A MEMBER OF AN ORGANIZATION OF GOVERNMENT EMPLOYEES THAT ASSERTS THE RIGHT TO STRIKE AGAINST THE GOVERNMENT OF THE UNITED STATES, AND THAT I WILL NOT WHILE A GOVERNMENT EMPLOYEE BECOME A MEMBER OF SUCH AN ORGANIZATION.



SUBSCRIBED AND SWORN TO BEFORE ME THIS 11<sup>th</sup> ~~Sept~~ DAY OF September, 19 47 AT Washington, STATE OF D. C.

 Appointment Clerk

Chapter 145, Title II, Sec. 206  
Act of June 26, 1943

Standard Form No. 61a  
Approved January 28, 1941  
U. S. Civil Service Commission  
G.S.C. Dept. C, No. 409

OATH OF OFFICE, AFFIDAVIT,  
AND  
DECLARATION OF APPOINTEE

CENTRAL INTELLIGENCE GROUP

(Department or Establishment)

WASHINGTON, D. C.

(Place of Employment)

A.  
OATH OF  
OFFICE

I, [redacted]  
Do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. SO HELP ME GOD.

B.  
AFFIDAVIT

Do further swear (or affirm) that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence; and that during such time as I am an employee of the Federal Government, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence.

C.  
DECLARATION  
OF APPOINTEE

Do further certify that (1) I have not paid or offered or promised to pay any money or other thing of value to any person, firm, or corporation for the use of influence to procure my appointment; (2) I will inform myself of and observe the provisions of the Civil Service law and rules and Executive orders concerning political activity, political assessments, etc., as quoted on the attached Information for Appointee, and [strike out either (3) or (4)]

(3) the answers given by me in the Declaration of Appointee on the reverse of this sheet are true and correct;

(4) the answers contained in my Application for Federal Employment, Form No. [redacted] dated [redacted], 19 [redacted], filed with the above-named department or establishment, which I have reviewed, are true and correct as of this date, except for the following (if necessary, use additional sheet; if no exceptions write "none"; if (4) is executed, the reverse of this sheet need not be used):

11th

[redacted]

Subscribed and sworn before me this 30th day of September 1947  
at Washington, D. C.

Chapter 145, Title II, Sec. 206  
[SEAL] Act of June 26, 1943

Appointment Clerk

(Title)

NOTE.—If the oath is taken before a Notary Public the date of expiration of his commission should be shown

10-32864-3

9. September 1947  
(Date of Entrance on Duty)

Asst. Regional Manager, P-7, \$8179.50  
(Position to which appointed)

22 Oct. 1947  
(Date of Birth)



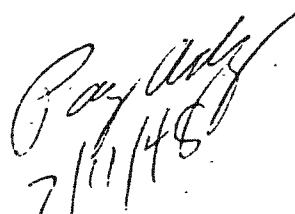
STANDARD FORM NO. (1 PART)  
UNITED STATES  
CIVIL SERVICE COMMISSION  
OCTOBER 1946

FORM APPROVED  
BUDGET BUREAU NO. 10-1042

CENTRAL INTELLIGENCE GROUP

130  
M1(5)

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR. - MISS - MRS. - FIRST - MIDDLE INITIAL - LAST)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
[Redacted]	10/22/1900	9 September 1947	
This is to notify you of the following action affecting your employment:			
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)			
Exempted Appointment			
6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	TO	
9/9/1947	Schedule A-20		
8. POSITION TITLE			
Assistant Regional Manager P-7 (Intelligence Officer)			
9. SERVICE GRADE: SALARY			
P-7 \$3179.50 per annum			
10. ORGANIZATIONAL DESIGNATIONS			
Operations Contact Control Southern I.A.O.			
11. HEADQUARTERS			
New Orleans, Louisiana			
<input type="checkbox"/> FIELD	<input type="checkbox"/> DEPARTMENTAL	<input checked="" type="checkbox"/> FIELD	<input type="checkbox"/> DEPARTMENTAL
13. REMARKS			
No-Strike Affidavit has been properly executed.			
This appointment is made subject to the satisfactory completion of a trial period of one year.			
  WILLIAM J. KELLY Acting Chief, Personnel Branch			
14. SIGNATURE OR OTHER AUTHENTICATION			
15. VETERAN'S PREFERENCE		16. POSITION CLASSIFICATION ACTION	
HOME S PT: <input type="checkbox"/> 10 POINT: <input type="checkbox"/> WWH: <input type="checkbox"/> WWI: <input type="checkbox"/> OTHER: DISAB: <input checked="" type="checkbox"/> WIFE: <input type="checkbox"/> WDOA: <input checked="" type="checkbox"/>		NEW: <input type="checkbox"/> VICE: <input type="checkbox"/> L.A. <input type="checkbox"/> REAL: <input checked="" type="checkbox"/>	
17. SEX: M		18. RACE: W	
19. APPROPRIATION FROM: 528-143		20. SUBJECT TO C. S. RETIREMENT ACT (YES - NO) Yes	
19. APPROPRIATION FROM: 528-143		21. DATE OF OATH (ACCESSIONS ONLY) 19 11 September 1947	
		22. LEGAL RESIDENCE Louisiana	

U. S. GOVERNMENT PRINTING OFFICE 1947-722443

4. PERSONNEL FOLDER COPY

CONFIDENTIAL

SECURITY OFFICE

CONFIDENTIAL

## Investigation Report

Subject: 

Date: 28 August 1947

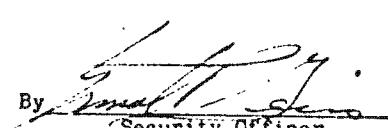
Number: 32458

To: Chief, Personnel Branch

1. Investigation directed by: EIG
2. Sources of information:
3. Remarks

## 4. Recommendations:

SECURITY APPROVAL RECOMMENDED, THOUGH SUBJECT  
TO THE RECEIPT OF DEROGATORY INFORMATION AT SOME  
FUTURE DATE. INTERVIEW WAIVED  
~~OR~~ UNLESS THE APPLICANT ENTERS OPEN COUNTRY WITHIN  
10 DAYS FROM ABOVE DATE, THIS APPROVAL BECOMES  
INVALID.

By Security Officer  
DONALD P. GISSEL ✓

jm

CONFIDENTIAL

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## PERSONNEL ACTION REQUEST

NAME:	BUDGET	INITIAL	DATE
	21-8-50	2165900.001	4-8-47
NATURE OF ACTION:	CLASSIFICATION	INITIAL	DATE
Accepted New Appointment	5-28-X4	528-143	5-11-47
EFFECTIVE DATE:	VICE	INITIAL	DATE
9 September 1947	IA	an 4 P-21.04	8-6-47
FOR SEPARATIONS, TRANSFERS OUT, AND RESIGNATIONS LAST WORKING DAY:	VV	31-141	8-6-47
FOR RESIGNATIONS FROM FEDERAL SERVICE ONLY SIGNATURE OF EMPLOYEE:	NEW	EMPLOYMENT	INITIAL DATE
			6035 7/28/47
Schedule A-20			
CHIEF PERSONNEL DIV	INITIAL	DATE	8/5/47
FROM	TO		
TITLE	asst rating Regional Manager P-7 (Intelligence Officer) P-7 S \$179.50		
GRADE AND SALARY	Operations		
OFFICE	Contact		
BRANCH	Control		
DIVISION	W.Ind. Southern D.A.O. New Orleans, La. Washington, D.C. Bureau		
SECTION			
OFFICIAL STATION			
DEPT. OR FIELD	Field		
REMARKS: *According to travel regulations. See pg. 7/21			
Forms 38-1, 57, copy of Priority Request letters attached.			
No Control      Approved for appointment in grade P-7 at entrance salary of \$179.50 subject to security clearance. FOR THE DCI: WALTER C. FORD Captain, USN Executive Director, P-7			
RECOMMENDED: OFFICE CHIEF, BRANCH CHIEF, OR ADMINISTRATIVE OFFICER	DATE		
For Harry de Chant 27 Sept 5-381	7-10-47		

[REDACTED]  
6300 St. Charles Avenue, New Orleans 18, La.

6 July 47 11 July 47

CONTACT: Invited to Washington for interview & introductory course

8 1/4 days	\$6.00	31.50
Fr: New Orleans, La. to D. C. & return		93.35
Taxi from station to hotel & return		.40
		\$124.25

17	10 JULY 1947	CHIEF PERSONNEL OFFICE	CHIEF PERSONNEL OFFICE
10	TO AIRPORT	0000	0 00
8	DETERMINED PERSONNEL OFFICE	1242	0 00
8	CHIEF PERSONNEL OFFICE		
(s)	ADMINISTRATION & SERVICES		CHIEF PERSONNEL OFFICE
8	VALUABLES REINSTATEMENT D. C.	0000	0 00
8 1/2	DETERMINED PERSONNEL OFFICE	0000	1 50

**CONFIDENTIAL**

9 July 1947

**MEMORANDUM** : Executive for Inspections and Security

**SUBJECT** : [Redacted]

In compliance with CIO Directive 15 and with authority from the Projects Review Committee, this branch will open an Inter Agency Office in New Orleans, Louisiana as soon as the necessary personnel may be processed for employment. This Southern area of the United States represents a fertile field for the operations of the Contact Branch and it is deemed advisable to open a New Orleans office at the earliest possible date.

[Redacted] a native of New Orleans, a graduate of Harvard and Tulane University Law Schools and a former Major in the U. S. Marine Corps is under consideration for employment as the Acting Regional Manager for this office. In order that his employment may be effected in the shortest possible time, it is respectfully requested that a priority security investigation be granted on this individual. It is realized that the total number of allowable priority investigations is very limited, but in the instant case, the circumstances are such that the compliance with this request will measurably aid in the accomplishment of the mission of this branch.

John F. Flake  
Assistant Executive Officer  
Contact Branch

**CONFIDENTIAL**

SECRET

## ASSIGNMENT DESCRIPTION FORM

(This form fully completed (see note \* at bottom of sheet) in duplicate must accompany request for admission of candidate to Assessment or Training Classes)

Request for:  
 (a) Assessment XXXX  
 (b) Training \_\_\_\_\_

Candidate's name in full: \_\_\_\_\_

Cover name if necessary: \_\_\_\_\_ Date: July 7, 1947

Age 46 Sex M Marital Status: Married Branch: Contact Desk Contact Deck: Field

Specific station to which candidate is going: New Orleans, La.

For consultation call:

George B. McManus 2311 2210 E. St. 103  
 Branch Officer Sponsoring Candidate Phone Extension Bldg Room No.

Has Security Check been completed? \_\_\_\_\_

Type of Cover: \_\_\_\_\_ (Military; Govt. Official; Professional; Business; etc.)

Title of projected assignment: (a) Contact Specialist (b) Acting Regional Manager

Civil Service classification and salary level of projected position: P-7 @ \$179.50

What will be the specific duties of the candidate? (A detailed and concrete description is essential; a general job title is not satisfactory.): Will

organize and run the New Orleans Inter-agency office in the initial stages

Has to establish and maintain contact with the top executives of American

business, industrial and educational institutions. Must be able to sell

CIS to them, gain their confidence and establish a discreet channel through

which all foreign intelligence available to those organizations can flow

to his office.

What are the promotional opportunities in the projected position? Good

What will be the administrative or supervisory responsibilities of the candidate?

(If none, write "none":) May eventually have to direct the activities of one P-6 and one CAF-7.

Will the candidate work alone or with other people? With others.

If the latter, how many and what will be the candidate's actual working relationship to them, e.g., closely cooperative or relatively independent? The two mentioned above. Close cooperation.

Will the candidate be working directly under a supervising officer? No

If not, how will his work be directed and reviewed? By Washington

What will be the living and working conditions under which the candidate is expected to operate? \_\_\_\_\_

\* For reasons of security, details such as student's true use or specific mission may be omitted in the case of undercover personnel, if so desired by the Desk.

SECRET

What special qualifications do you wish the candidate tested for? Sense of security as he must live a normal life in his own home town while conducting a discreet operation. Ability to discriminate between valuable intelligence information and worthless. Ability to arrange facts cogently on paper. Fact and discretion.

What period and type of training is considered necessary for the candidate before placement in the field? About three weeks in Head Office and then Inter-Agency Offices.

What special skills or knowledge related to the job does the candidate possess?

Loyola University, New Orleans, AB, 1919. Harvard Law School, LLB, 1923.

Legal banking, business and Marine Corps experience.

Indicate knowledge of foreign languages:  
("Slight", "Fair", "Good")

Read      Speak      Write

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

The following information is required only in the case of candidates scheduled for training:

Previous background in intelligence work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Foreign residence and foreign education: \_\_\_\_\_

\_\_\_\_\_

Occupational history: (job descriptions and dates only) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: John Gannon, Jr. Major

*83*

Branch Officer Sponsoring Candidate

SECRET

(over)

(3441)

~~CONFIDENTIAL~~

16 June 1947

MEMORANDUM TO: Deputy Director, CIG

THROUGH: Chief, Personnel Division

Subject: Assessment of [redacted]

Reference: Procedures Governing Payment of Per Diem  
and Travel, Approved Under Project OO-5.

In accordance with the above referenced procedures, it  
is hereby requested that approval be granted for payment of  
per diem and travel for the purpose of bringing [redacted]  
to Washington for assessment.

[redacted] was recently interviewed in New Orleans by  
Chief, Control Division, and Chief, Field Division, of the  
Contact Branch of this Office and is recommended as being  
well qualified for the Regional Management of the New  
Orleans Interagency Office. It is considered that, in view  
of the importance of the proposed position to the accomplish-  
ment of the Contact Branch mission, no final decision as to  
his employment should be made without the benefit of assess-  
ment.

This office is anxious to activate the New Orleans  
Interagency Office as soon as possible and requests your  
approval in order that an early date for [redacted] visit  
to Washington may be made.

*E. L. Sibert*

E. L. SIBERT  
Brigadier General, U. S. A.  
Assistant Director for Operations

*Let you  
know  
Sibert  
Act. E. D. O.*

~~CONFIDENTIAL~~